# KELMS TRAINING COORDINATOR

# Quick Reference Guide

KELMS

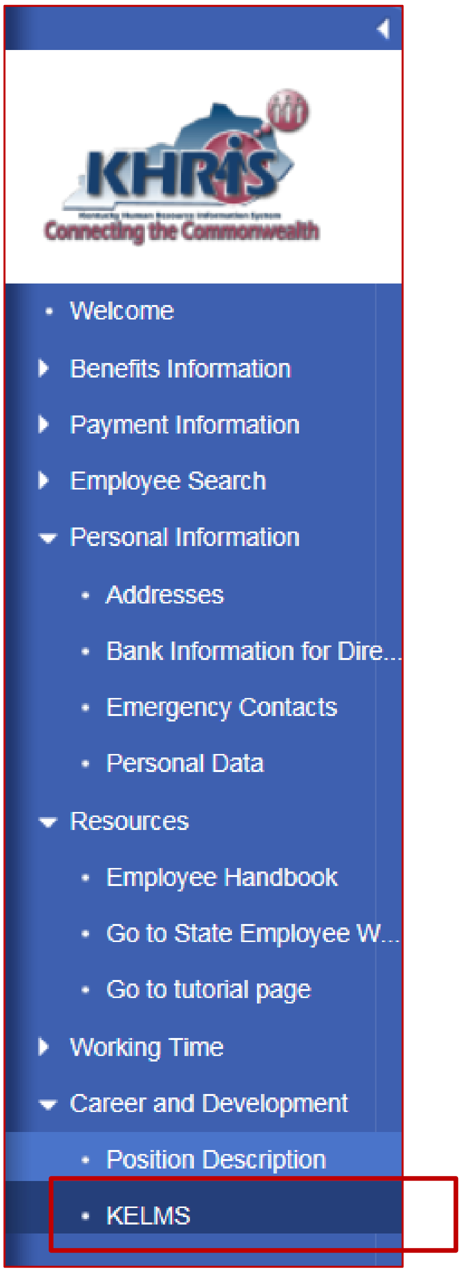
Kentucky Enterprise
Learning Management System

**Office of Diversity, Equality & Training**
**Revised 5/19/17**

# Table of Contents

## Login to KELMS

To  access, the KELMS System, login to KHRIS.  On the left hand panel under **Career and Development**, click on **KELMS**.  The Sign in page will appear.

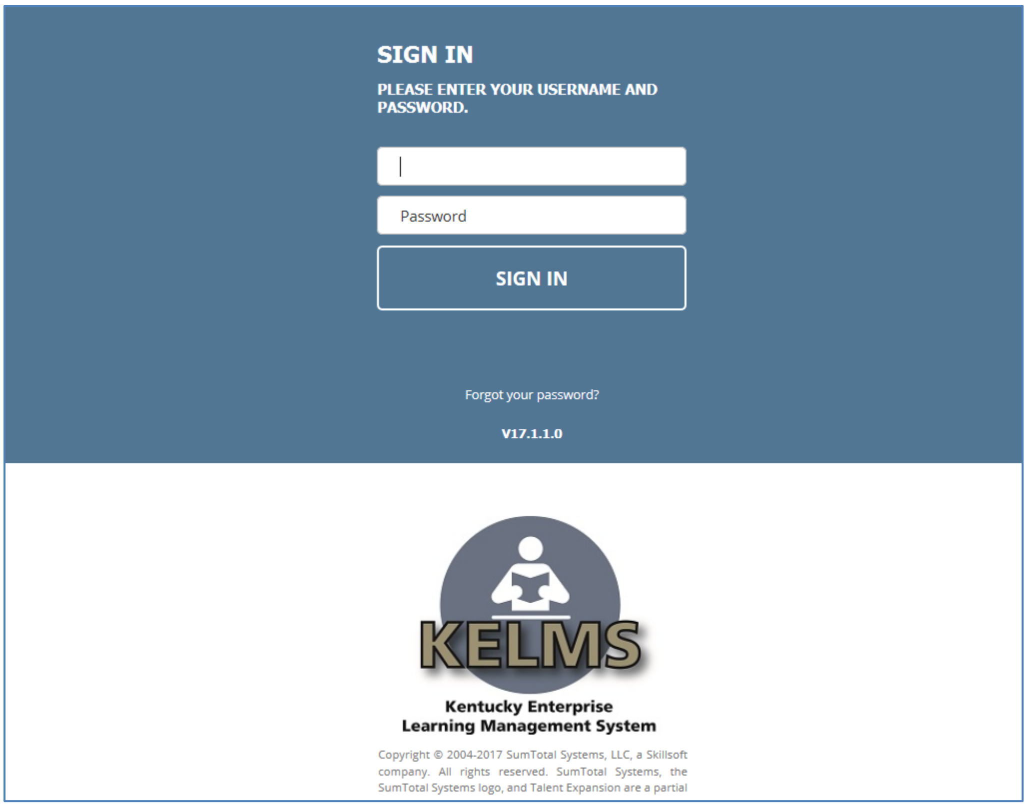



Login is also available on the KELMS webpage:  https://personnel.ky.gov/Pages/ODE-Training.aspx

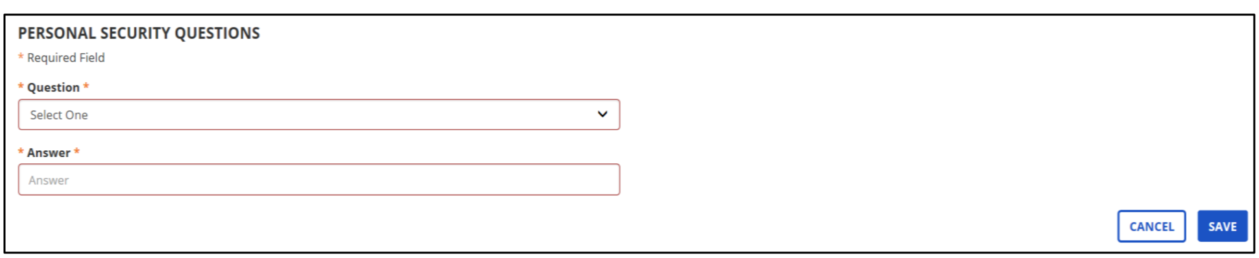
The first time you access the **Sign In** page, you will be prompted to enter the username and password that have been assigned to you.

- Username will be your KHRIS ID
- Password:  kentucky#1

If you do not know your KHRIS ID, please contact your agency training coordinator at: https://personnel.ky.gov/ODET/KELMS%20Training%20Coordinators.pdf




When you log in for the first time, you will be prompted to set up a Personal Security Question.  If you ever have trouble logging into your account in the future, KELMS will use this question to allow you to reset your password.

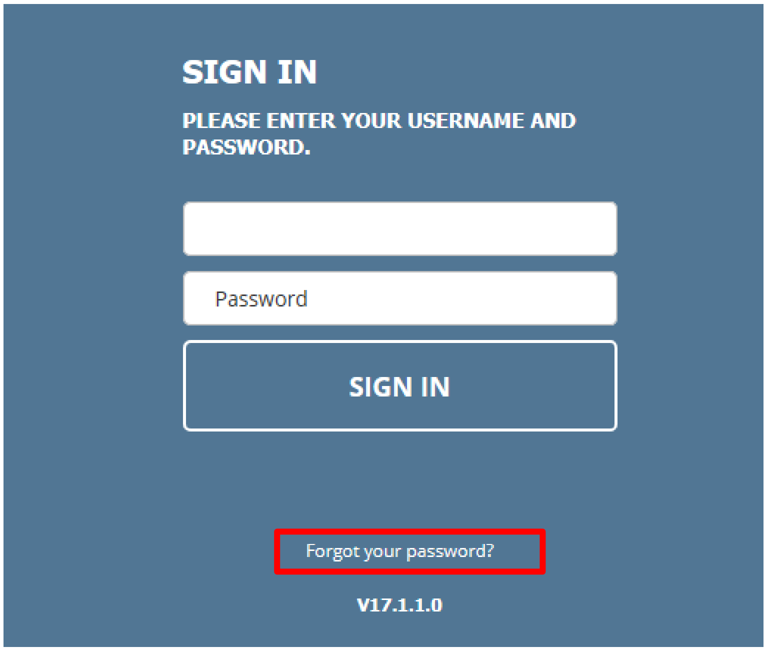



You will be directed to change your password after you have successfully logged on to the system. If you forget your password, click the **Forgot your password?** link on the sign in page.

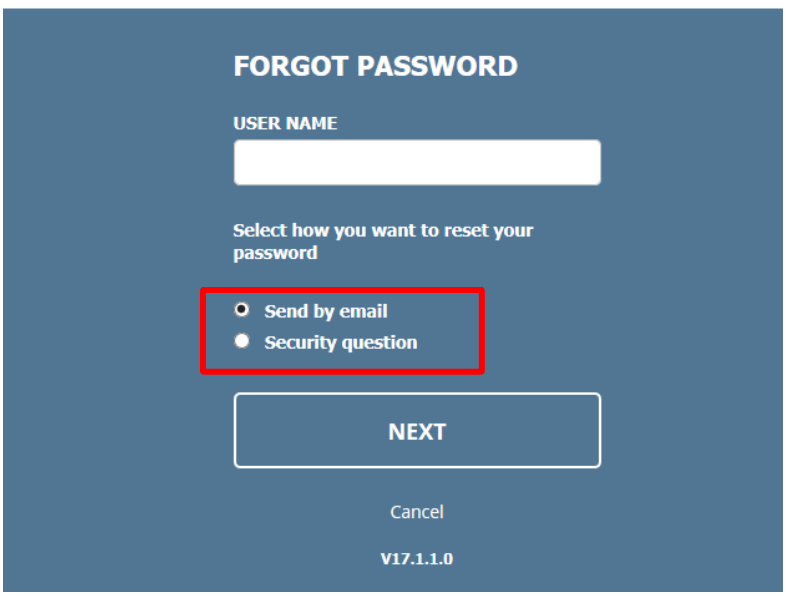
## Reset Your Password

If you have forgotten your password, KELMS now offers two separate ways to reset it yourself.

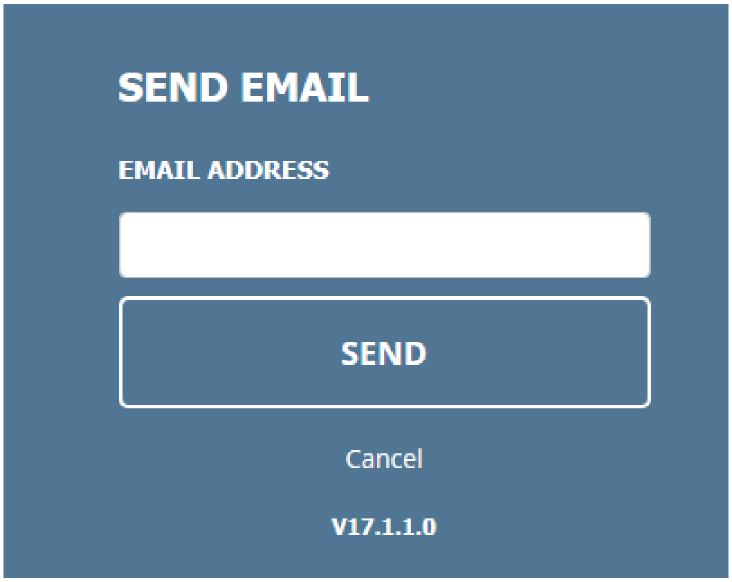
1. Click the **Forget your password?** link.



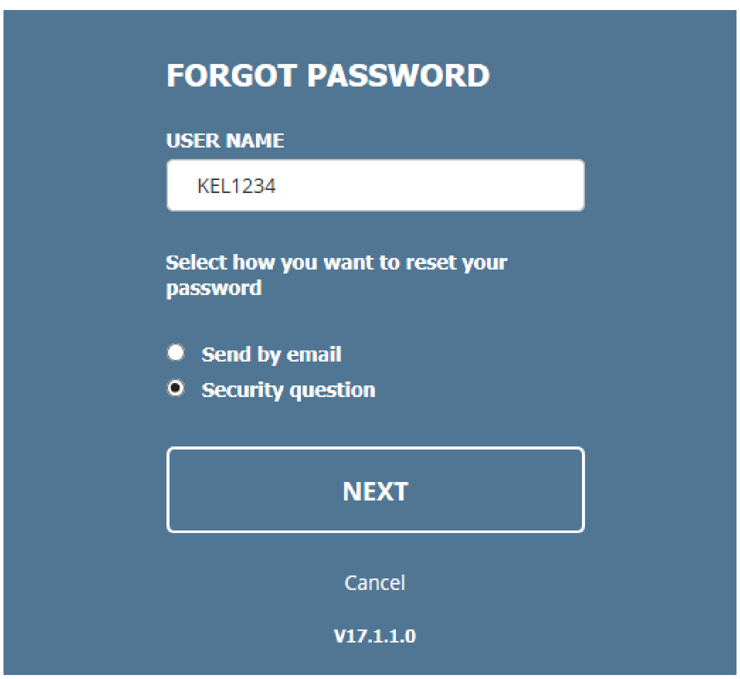

2. You will need to enter your **username** first then select the **option you want to use**.
3. You can select to **reset your password via email**.
4. Select **Send by email** and click the **Next** button.



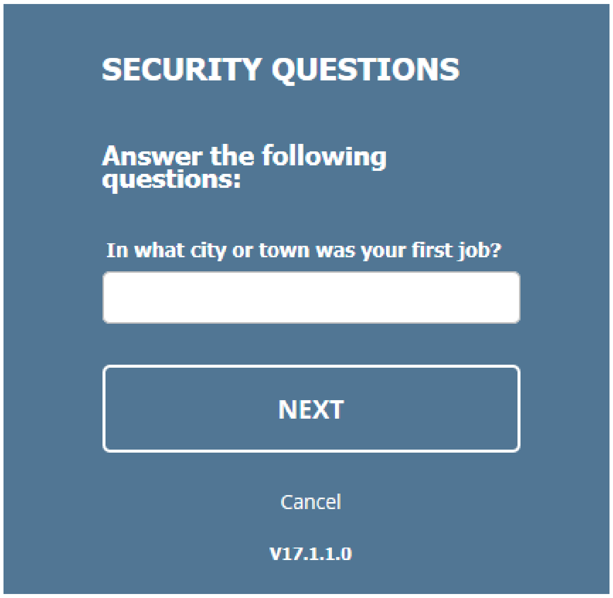
5. Enter the **email address** attached to your account and click the **Send** button.
6. KELMS will send you an email and from there you can click on the provided **link** and follow the simple instructions to reset your password.



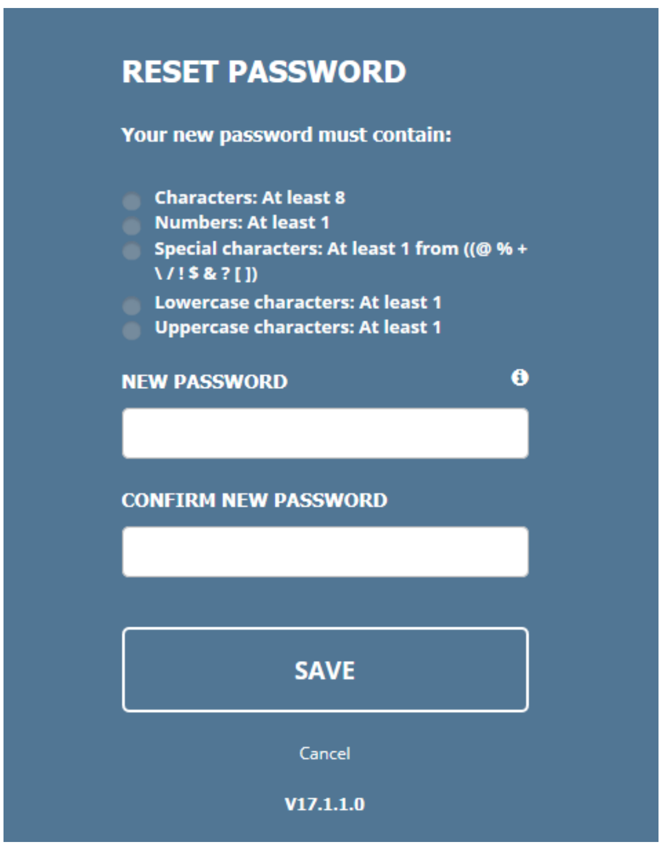

7. You can select to reset your password by your secret question. This is the question and answer you set up when you first logged into KELMS. You will need to know the answer to the question to reset your password with this option.
8. Enter your username.
9. Select "Security Question" and then click the "Next" button.



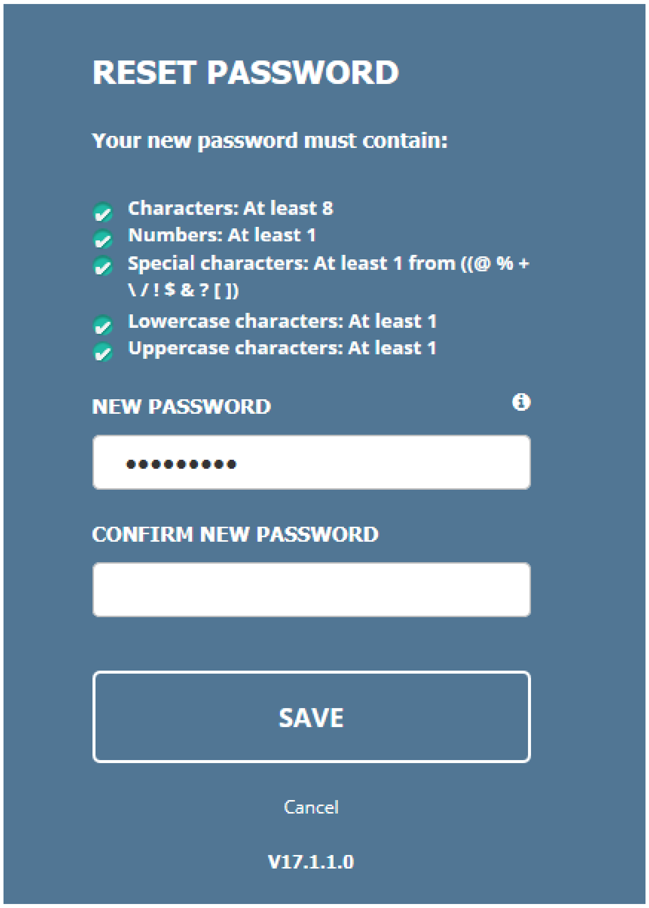
10. Answer the security question and click the **Next** button.



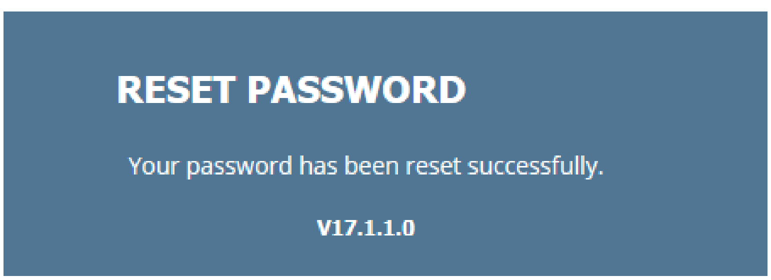

11. From here just follow the instructions, paying close attention to the requirement for an acceptable password.



12. Once you have met all the parameters for the password (you will see green check marks), click the **Save** button.

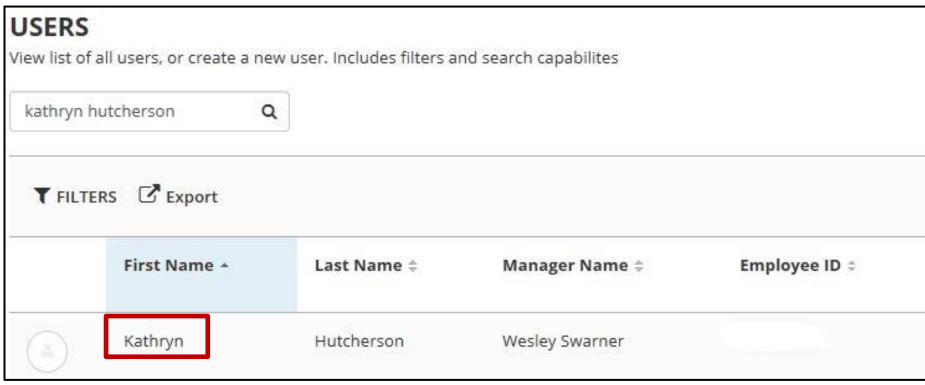


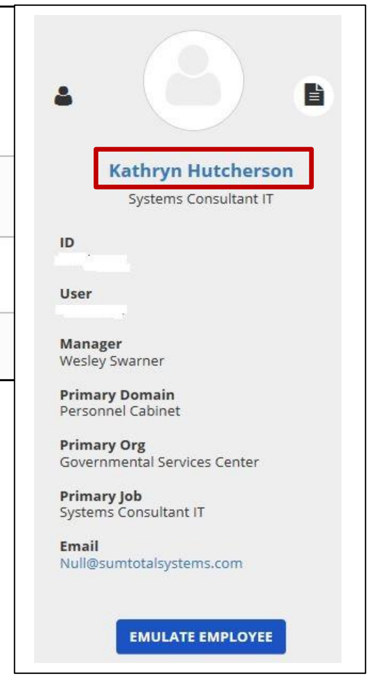

13. Once you have successfully reset your password you will receive the message below.



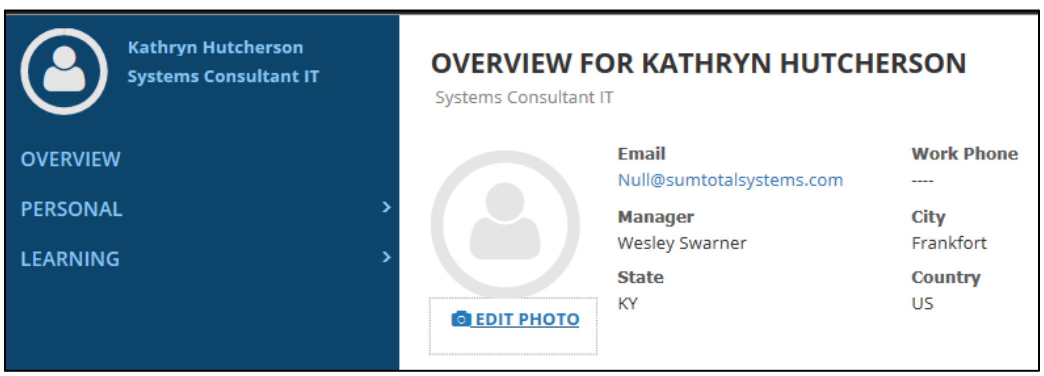
## Locate User & Update Photo

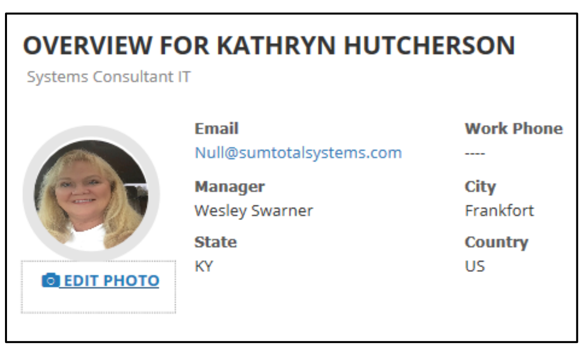
1. Navigate to **Administrator Links>All Users**
2. In the search Window, enter your **name**.
3. Click the **Search button** or hit **enter**.
4. Click on **your name**.



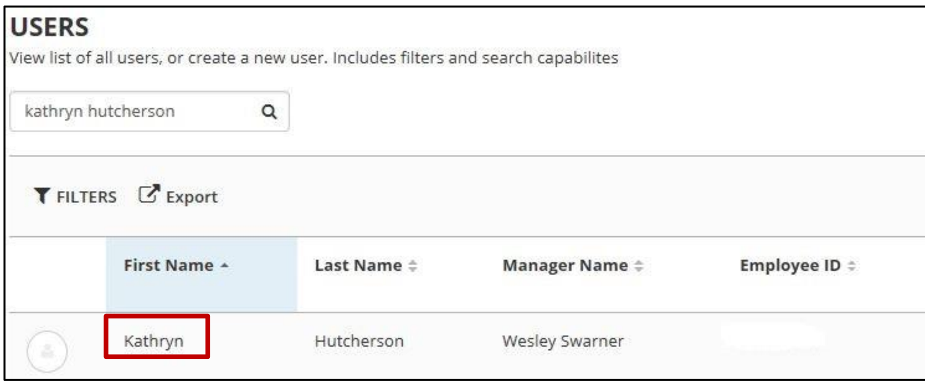

5. The Widget screen appears on the right. Click the **Learner** name.
6. The Learner Overview screen opens allowing the opportunity to edit the photo. Click **Edit Photo** & Click to **upload photo**.
7. After selecting your photo, click **Upload** then **Done**.

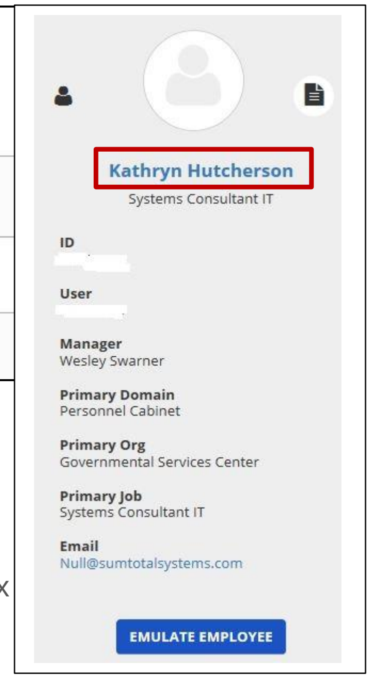


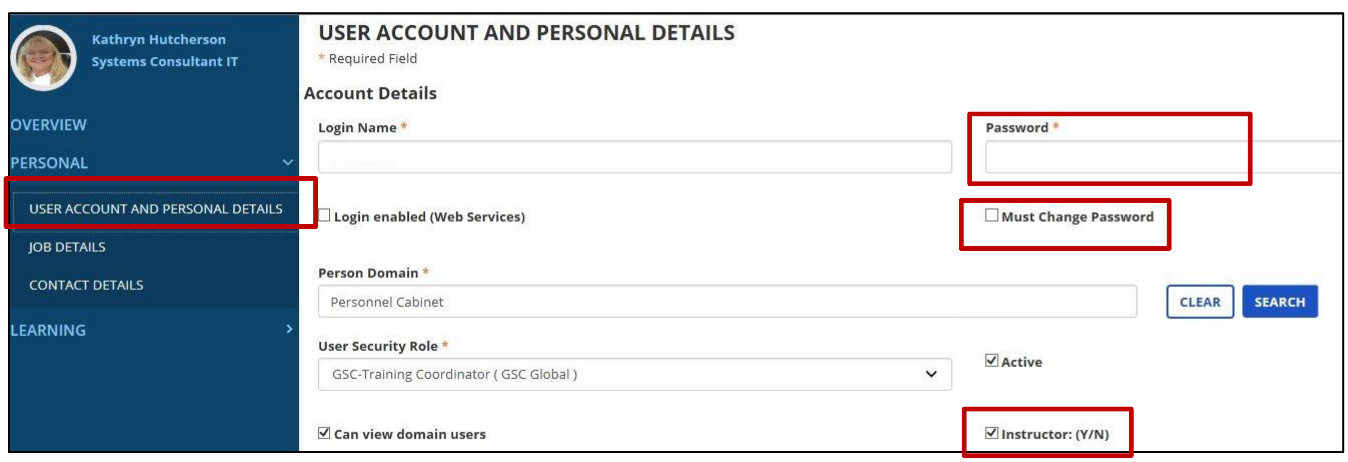
## User Account & Personal Details Screen

1. Navigate to **Administrator Links>All Users**
2. In the search Window, enter your **name**.
3. Click the **Search button** or hit **enter**.
4. Click on **your name**.



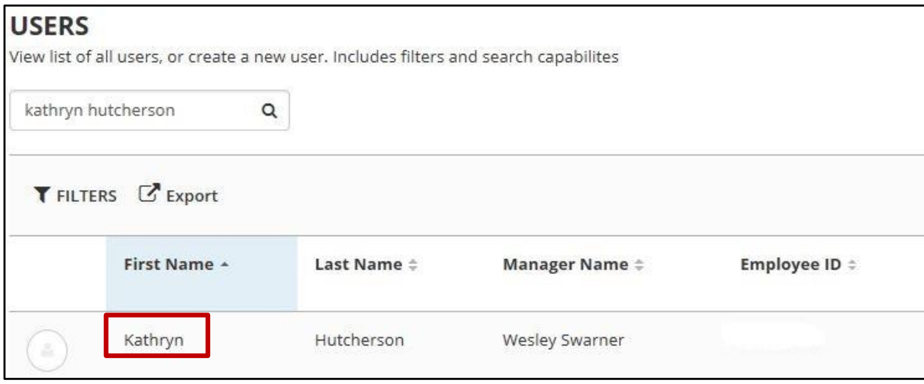

5. The Widget screen appears on the right. Click the **Learner** name.
6. Click **Personal**
7. The **User Account & Personal Details** Screen Opens
8. Under **Personal>User Account & Personal Details** check the box for **Instructor**. Doing so will mark this person as one who teaches class and will make them available as a trainer when you create your activity.
9. You can also reset the user password at this location. Enter the **password one time**. Note that the Learner account is **Active**.
10. Check the box **Must Change Password** & Click **Save**.

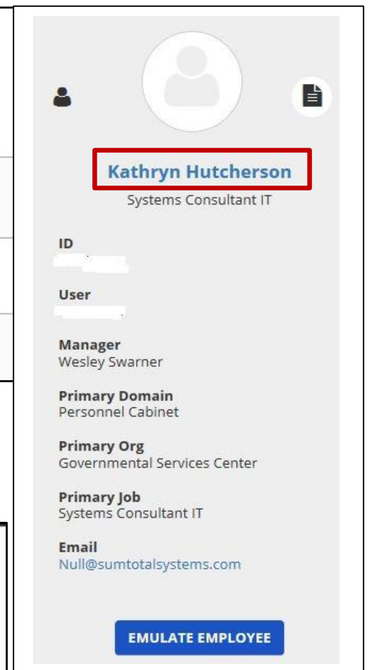



11. View new Organization Headers at the bottom of the screen.

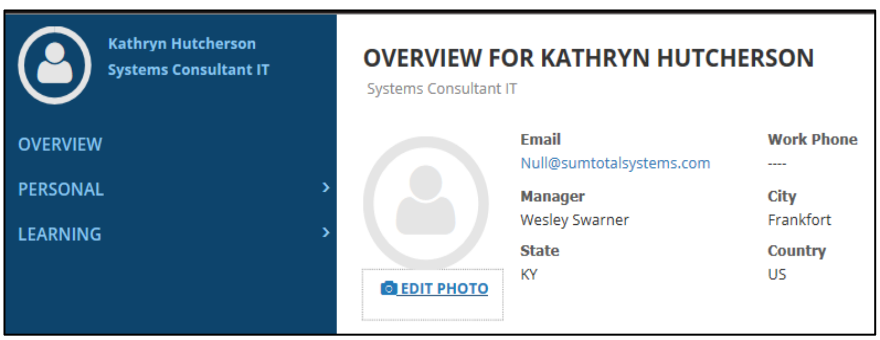
## User Account & Learning Details Screen

1. Navigate to **Administrator Links>All Users**
2. In the search Window, enter your **name**
3. Click the **Search button** or hit **enter**
4. Click on **your name**




5. The Widget screen appears on the right. Click the **Learner** name
6. Click on **Learning**

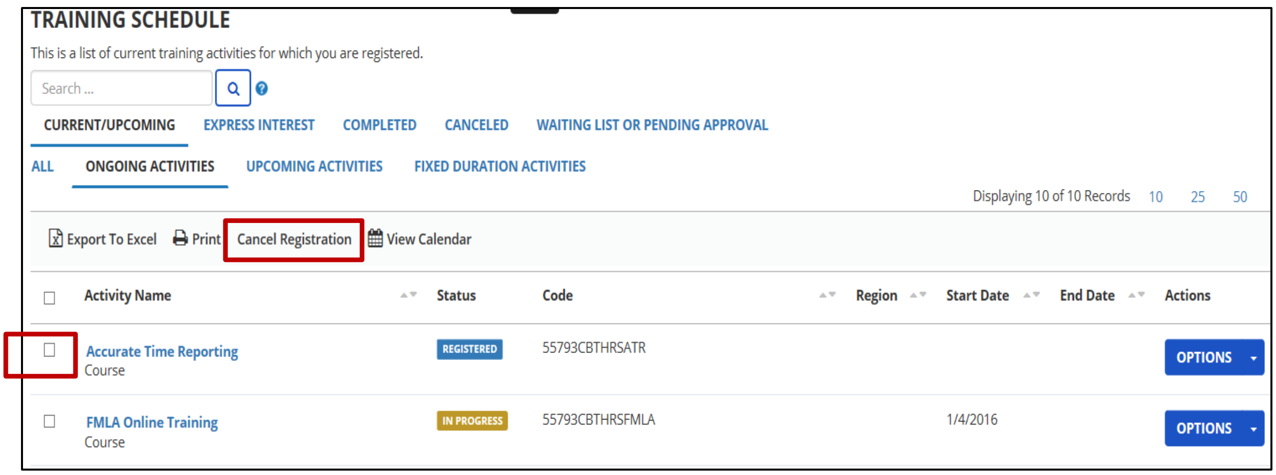



From this location you have the opportunity to view lots of information specific to the current user.

- Training Transcript
- Training Schedule
- Self-Reported Training
- Instructor Schedule
- Messages
- Busy Time
- Instructor (view the classes the current user served as a trainer)
- Audiences
- Learning Activities (assigned trainings for current user)

# Cancel a Learner Registration

1. **Navigate to Administrator Links>All Users**
2. In the search Window, enter **Learner name**
3. Click the **Search button** or hit **enter**
4. Click on the **Learner name**
5. The Widget screen appears on the right.  Click the **Learner** name
6. Click on **Learning**
7. Select **Training Schedule**
8. Check the box on the left of the activity name you wish to cancel the registration
9. Click **Cancel Registration**




NOTE:  You can cancel multiple registrations for this learner at the same time.

10. The Cancellation Confirmation screen appears.  **Confirm** that the box checked for cancellation is accurate, if not click the **Back Button**.  If accurate click **Cancel Marked**

# Using Enterprise Search

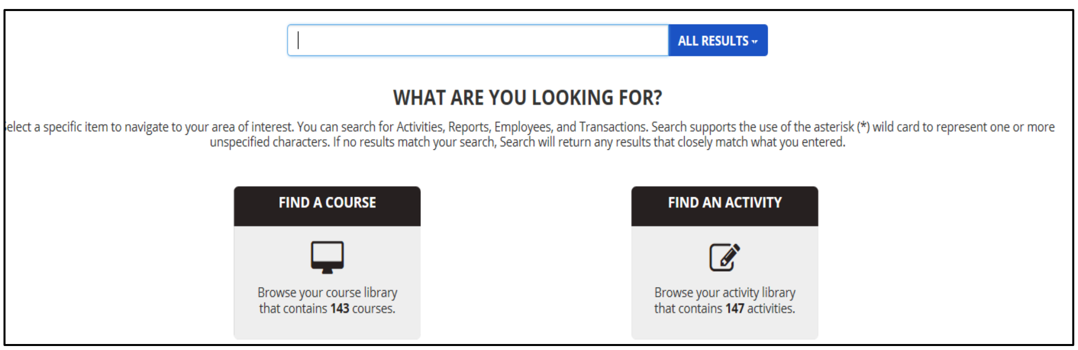
The Enterprise Search icon displays at the top of all KELMS pages. You can use Enterprise Search to find:

- **Navigation**: Example – Search for "Change Security Question" & navigate there
- **Activities:** Search for learning activities and content such as courses or documents
- **Reports (Advanced Reporting Users Only):** Search for Reports, Ad Hoc views or Domains that you have security rights to access by either name or keywords within the title or description.

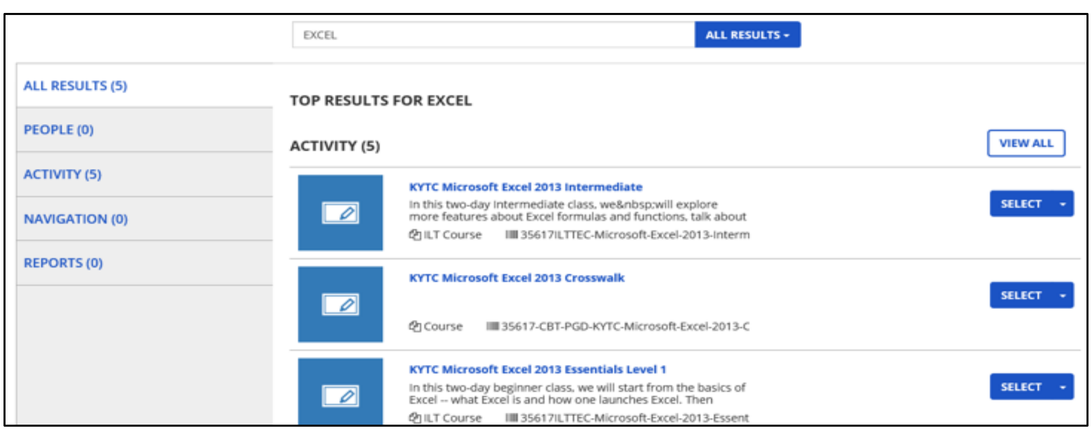
> NOTE: Enterprise Search tailors its results to your role and permissions. For example, only users with administrative permissions receive results related to Administrator menu items.

<u>Search for Content</u>

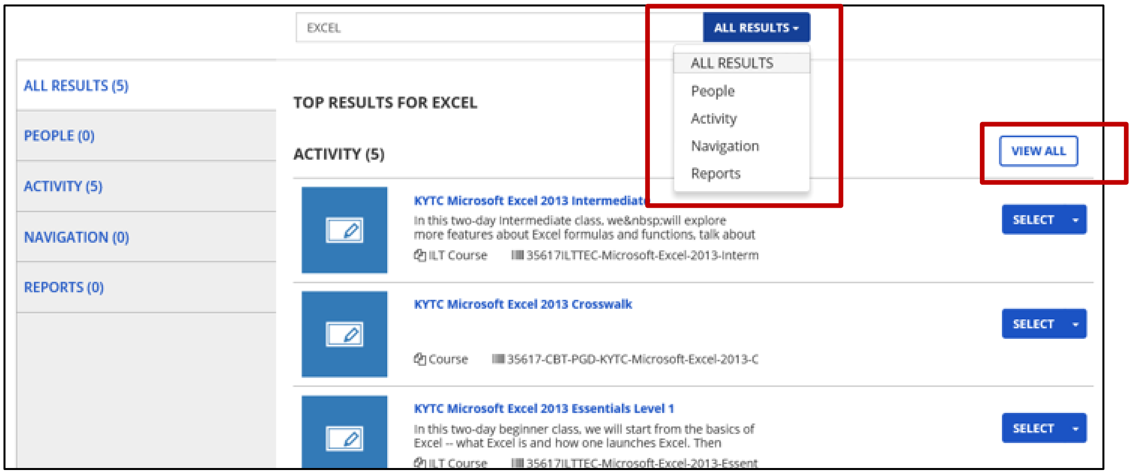
1. Click **Enterprise Search** on the right side of the top navigation bar.
   The search page will open.
2. Type in the search criteria in the search field and press the **Enter** key.




3. The top three results will be returned in each category.



4. To filter the results click on the drop down and select the appropriate filter option.




5. Click **View All** to see all the search results
6. Click the **Relevance** drop down menu to sort your results.


7. Click the drop down arrow in the **Select** button to:
   - Register
   - View Details
   - Manage Assignments
   - Register Others

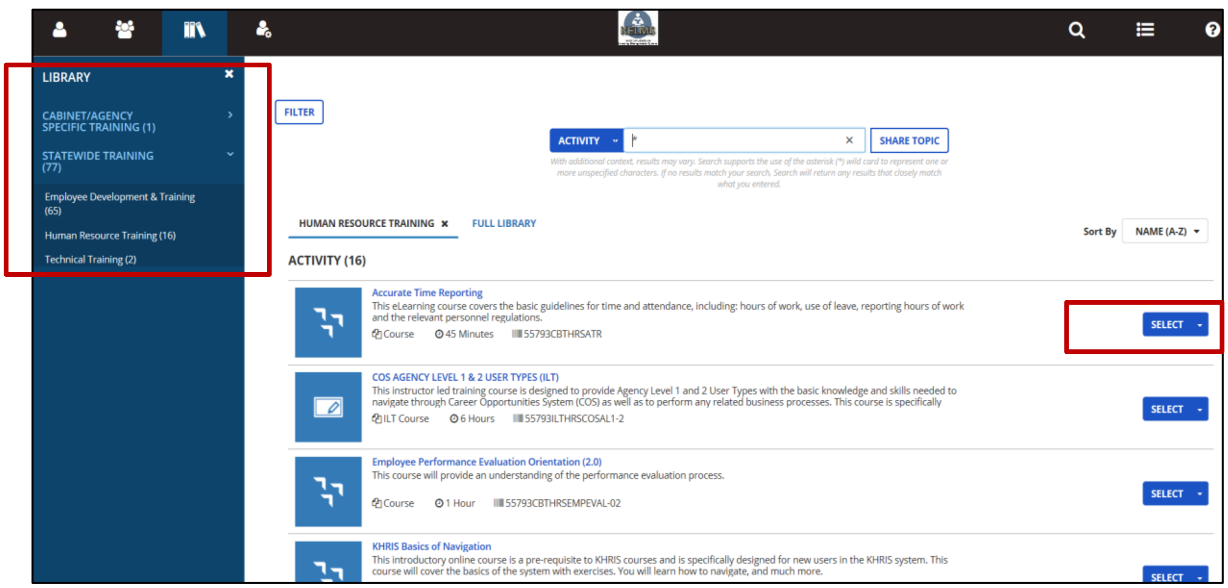
# Accessing the Library to Find Training

*Use this option to locate training and register employees for State-Wide training.*

1. You can access the **Library** by clicking from the Header menu.

   From here you can use the Navigation (left-hand) pane to browse by topic. Use the arrows to expand or minimize lists of subtopics.

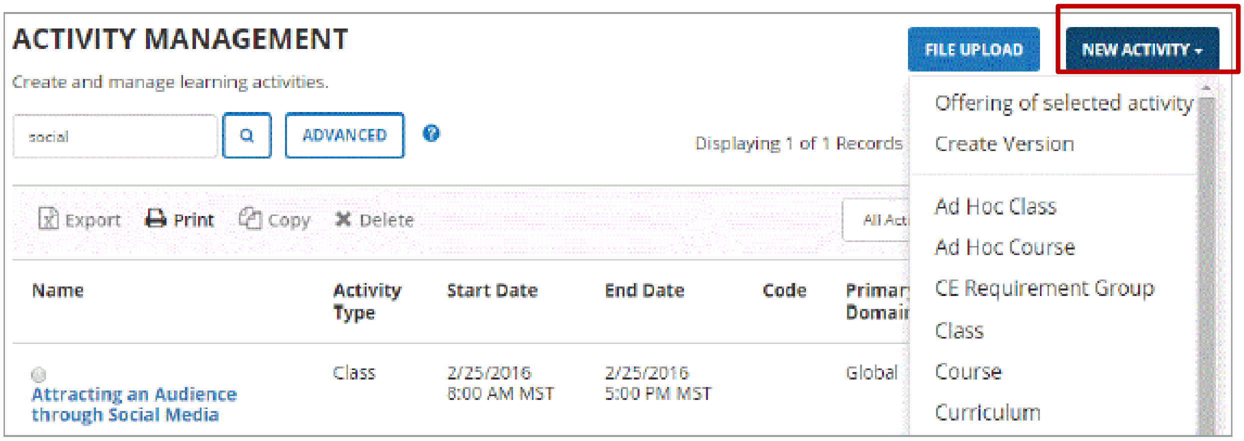
   The number count next to a topic also includes activities associated with its subtopics. When you click on a topic that has subtopics, the Library shows all activities associated with that topic and activities associated with its subtopics.




2. Click the drop down arrow in the **Select** button to:
   - Register
   - View Details
   - Manage Assignments
   - Register Others

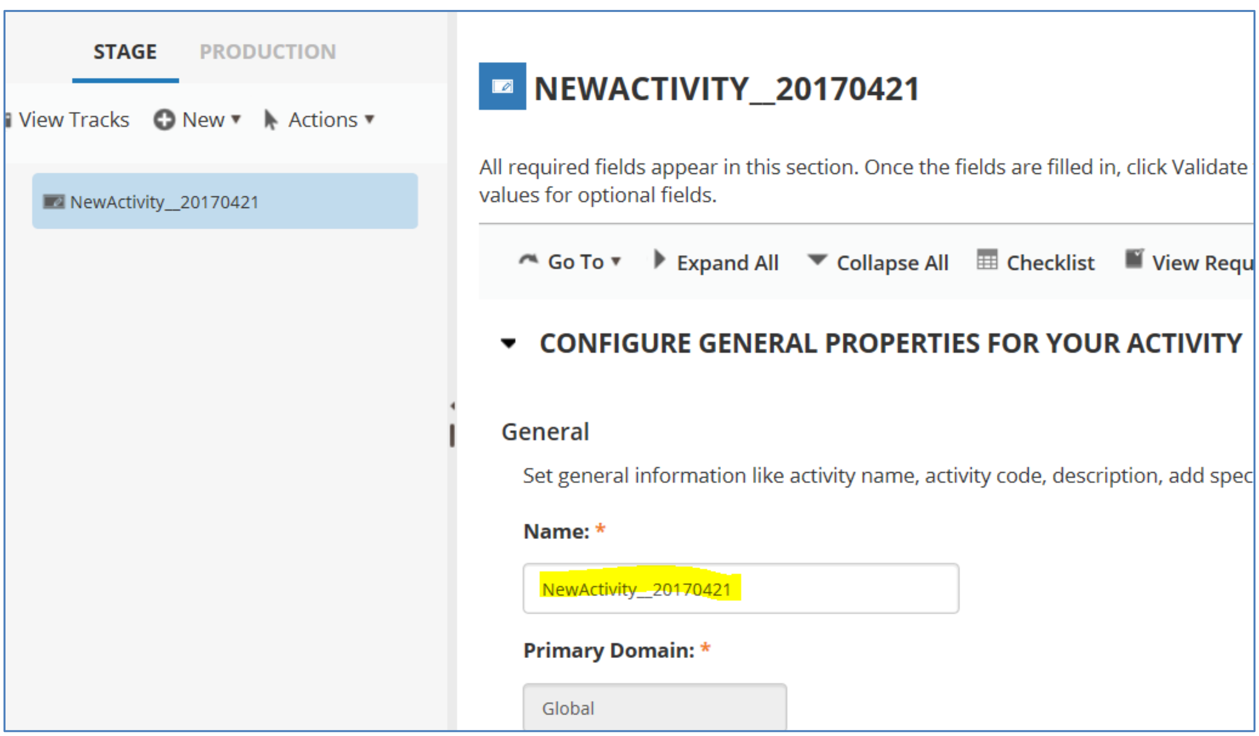
## Create an ILT Course

1. Navigate to Administrator Links > Learning Activities
2. Click New Activity in the top right hand corner



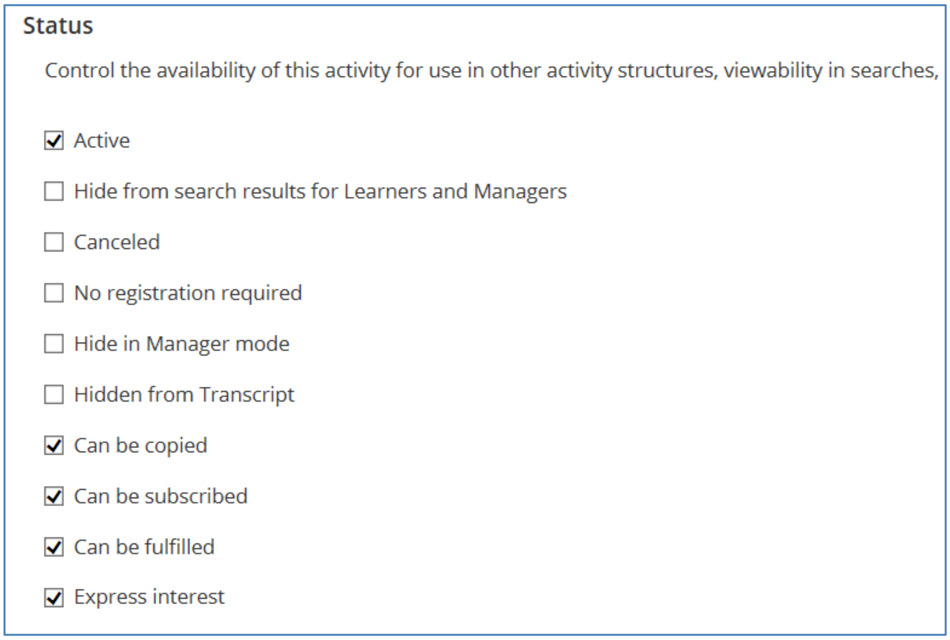

3. Select ILT Course

   The New Activity Opens in the Staging Window & you are ready to **set its properties**.
4. Under **General>Name**
   a. Enter the name of the ILT Course you wish to create




5. Scroll down and enter the Course Code
6. Enter the Course Description

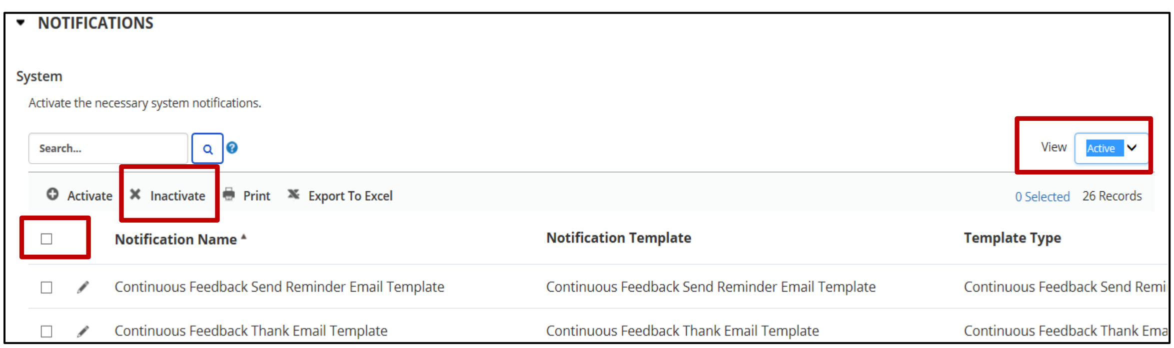
7. **Enter any Keywords that may help users search to find the activity**
8. **Under Status, ensure all 5 boxes below are checked**




9. **Enter your Estimated Duration**
10. **Enter your Estimated Credit Hours**
11. **Under Notifications>System**
12. Change the View drop down box to **Active**
13. Check the box beside **NOTIFICATION NAME** – this will select all notifications

> NOTE: Leaving the **Express Interest Notification** turned ON allows Learners to be notified when the activity is created.

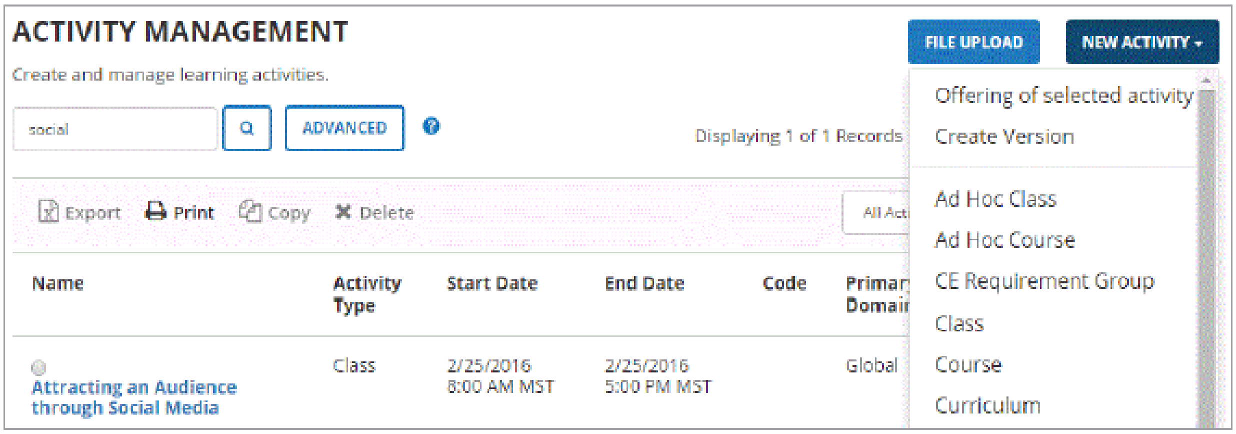
14. Select **Inactivate**



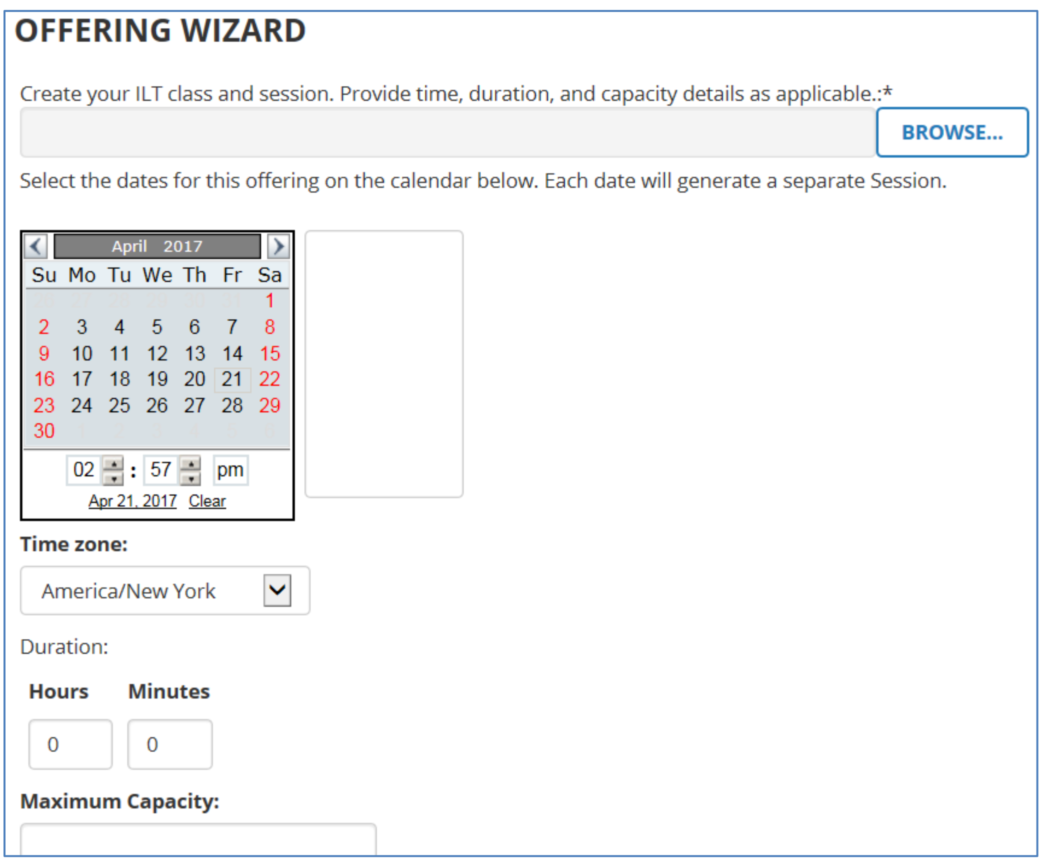

15. Click **Validate for Production**
16. Click **Move to Production**
17. Click **Close** in the bottom right hand corner & return to the **Activity Management window**

## Create an ILT Class From an ILT Course

1. Navigate to Administrator Links > Learning Activities
2. Click New Activity in the top right hand corner




3. Select ILT Class from the drop down list
4. If the ILT Class does not appear in the window, browse to locate the ILT Course you wish to create your ILT Class from
5. Click Build Offering at the bottom of the screen



Once you have created your activity, you can set its properties (below)

**6. Remove OFFERING OF from the Activity Name**

**7. Under STATUS ensure that all 5 boxes are checked**

a. Active

b. Hide from Search

c. Can be copied

d. Can be subscribed

e. Can be fulfilled

**8. Enter your Estimated Duration**

**9. Enter your Estimated Credit Hours**

**10.** Under Schedule, enter

**f. Start Date & Time**

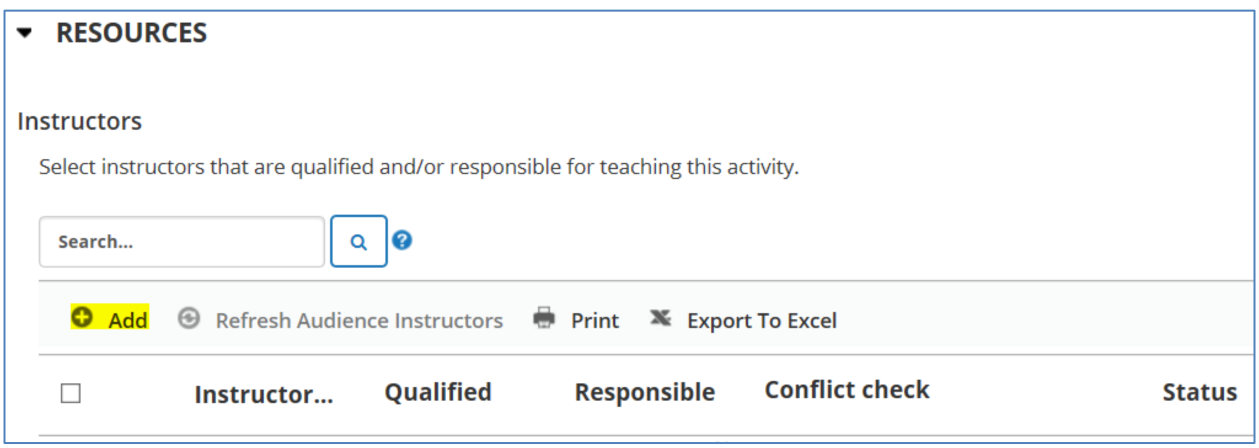
**g. End Date & Time**

**11. Under Registration>Availability**

h. Enter **Maximum Capacity**

**12. Under Resources>Instructor**

i. Click **Add** to add the name of the Class Instructor




j. Click **Select Instructor**

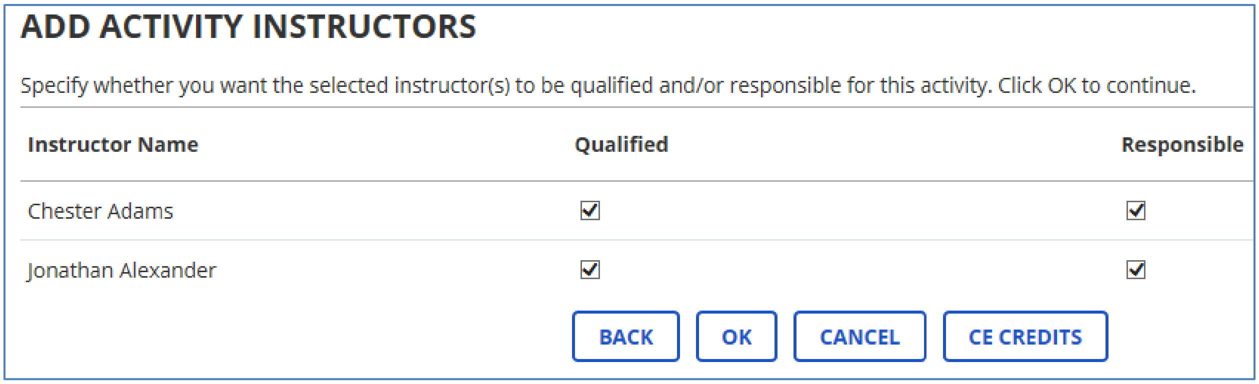
k. Enter I**nstructor name** in the Search Box

i. When the name appears, Check **the box beside the name** of the Instructor

ii. If the Instructor is Available, Click **Next**.

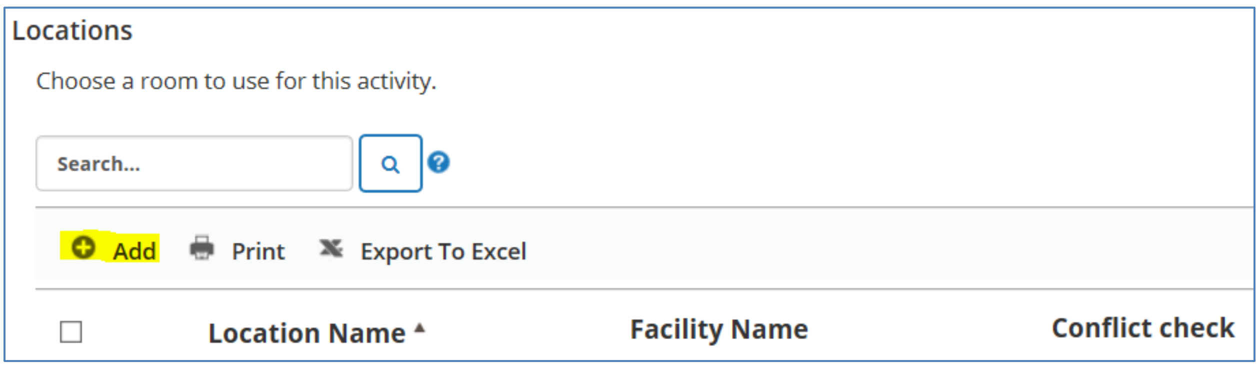
- **Qualified** means the instructor is qualified to teach the class.
- **Responsible** means the instructor is responsible for teaching the class.

iii. Select the appropriate boxes and click **OK**.




**Under Resources>Location**

l. Click **Add** to add the Class Location




**13. Under Notifications>System**

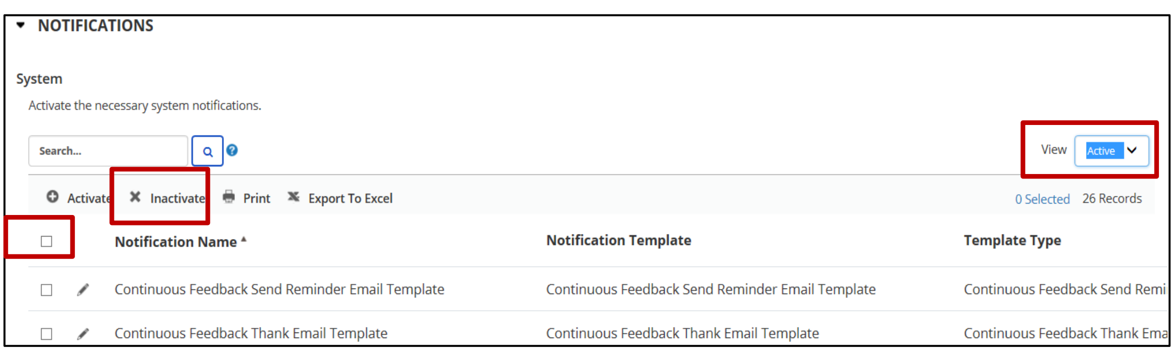
IMPORTANT: Activate or inactivate the necessary notifications based on whether you are entering the training in advance or after the fact.

m. First see what is Active by Changing the VIEW to ACTIVE in the top right hand corner.

Note: If the activity you are creating has already happened, DEACTIVATE all notifications.

**How To Inactivate**

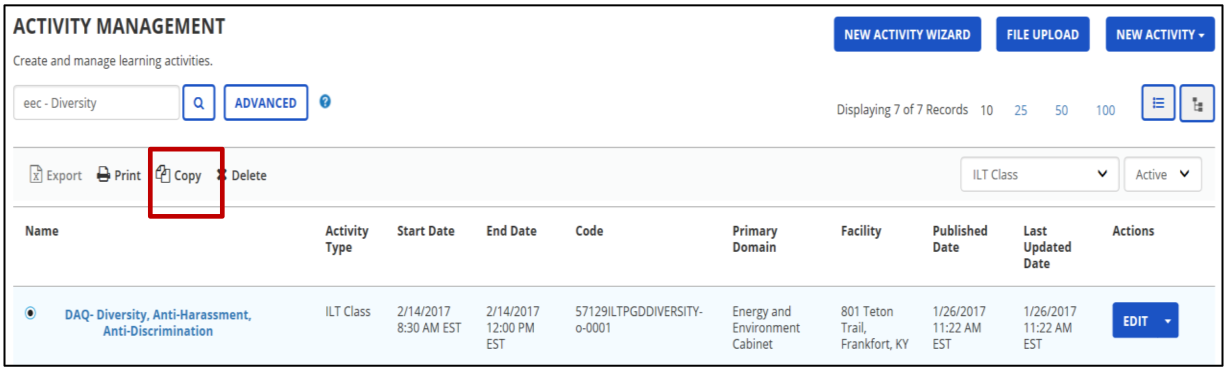
a. Ensure that your view is set to Active
b. Check the **box** beside NOTIFICATION NAME – this will select all notifications
c. Select Inactivate



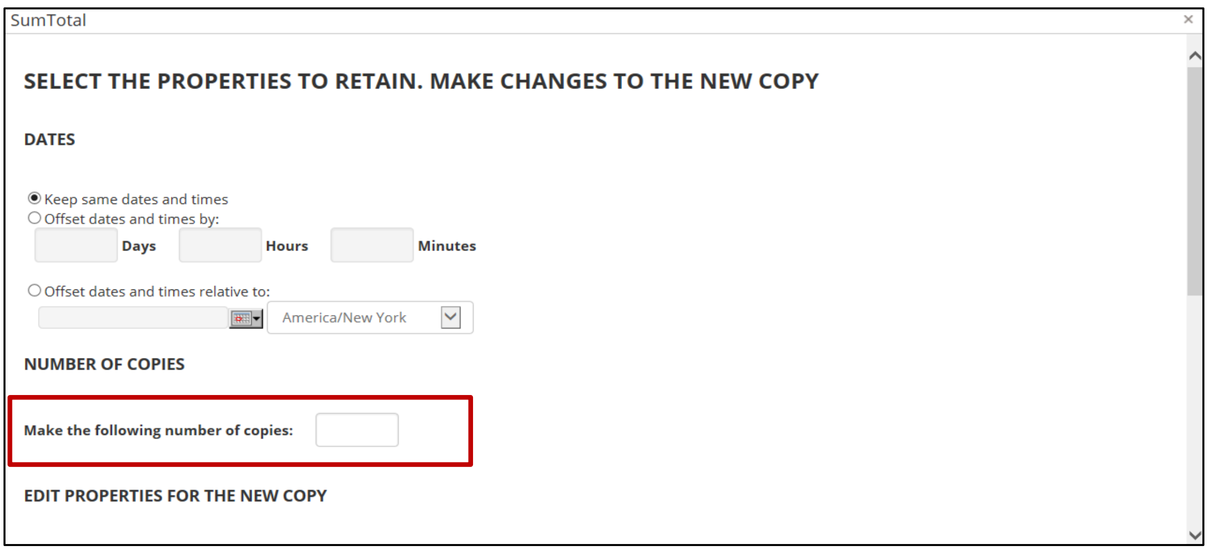
14. Click **Validate for Production**
15. Click **Move to Production**
16. Click **Close** in the bottom right hand corner & return to the Activity Management window

## Copy an ILT Class

1. **Navigate to Administrator Links > Learning Activities**
2. **Locate** the ILT Class you wish to copy.
3. Select the **radio button** to the left of the ILT Class & click **Copy.**




4. The Select **Properties** screen will appear. **Enter the number of copies** you wish to make.
5. Scroll down on the scroll bar & click **OK**.




An exact copy of the activity has now been created and you can modify its properties.

6. **Remove Copy (1)** of from the Activity Name
7. Under Schedule, **Enter New**
   a. Start Date & Time
   b. End Date & Time
8. Click **Validate for Production**
9. Click **Move to Production**
10. Click **Close** in the bottom right hand corner & return to the Activity Management window

## Create a Simple One-Time-Only Class

1. **Navigate to Administrator Links > Learning Activities**
2. From the **New Activity** list, select Class.

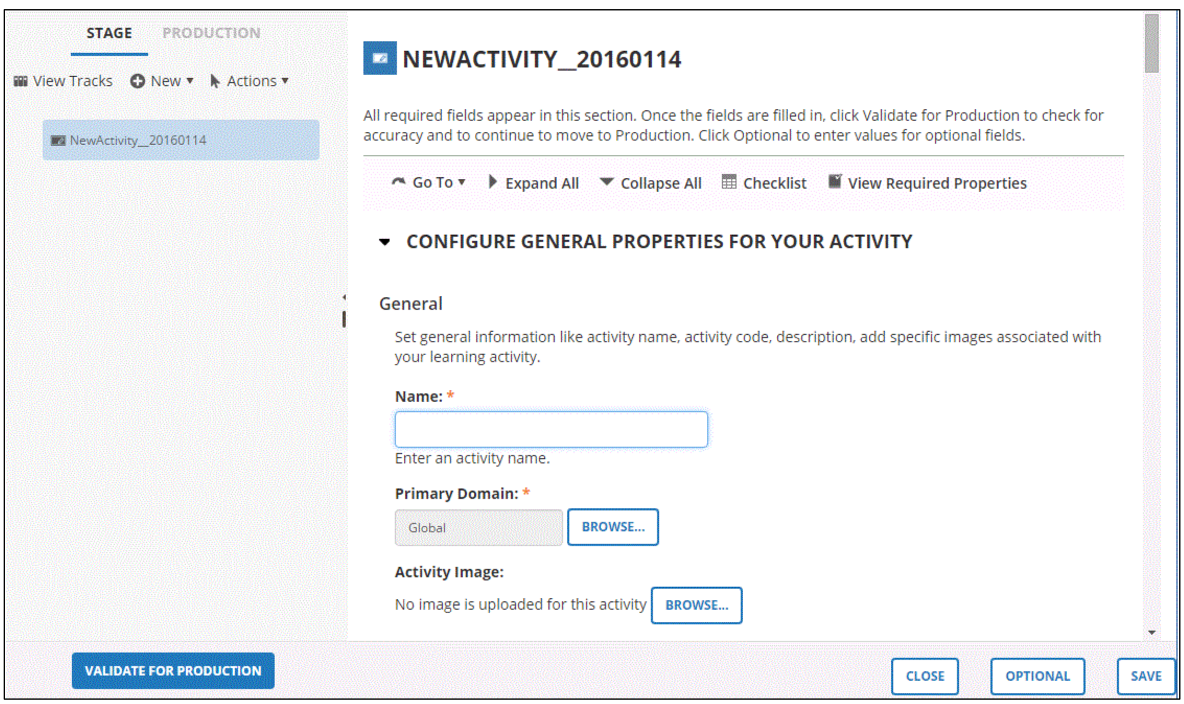
   **The Staging Editor displays.**

   You can make changes to any properties while in Staging and then move the course from Staging to Production. Once you move the Class to Production, you cannot make changes unless you bring it back to Staging again.

   The next three steps detail the three sets of properties essential for you to create this class. You will notice that there are many other available properties and settings which are helpful or creating customized learning activities. For now, we just want to focus on quickly and efficiently creating simple, one-time-use classes.

> NOTE: If you do not see the following properties on the main page of the Staging Editor, you can click Optional to view the full list of available properties and navigate to the appropriate sections.

3. Under **General**



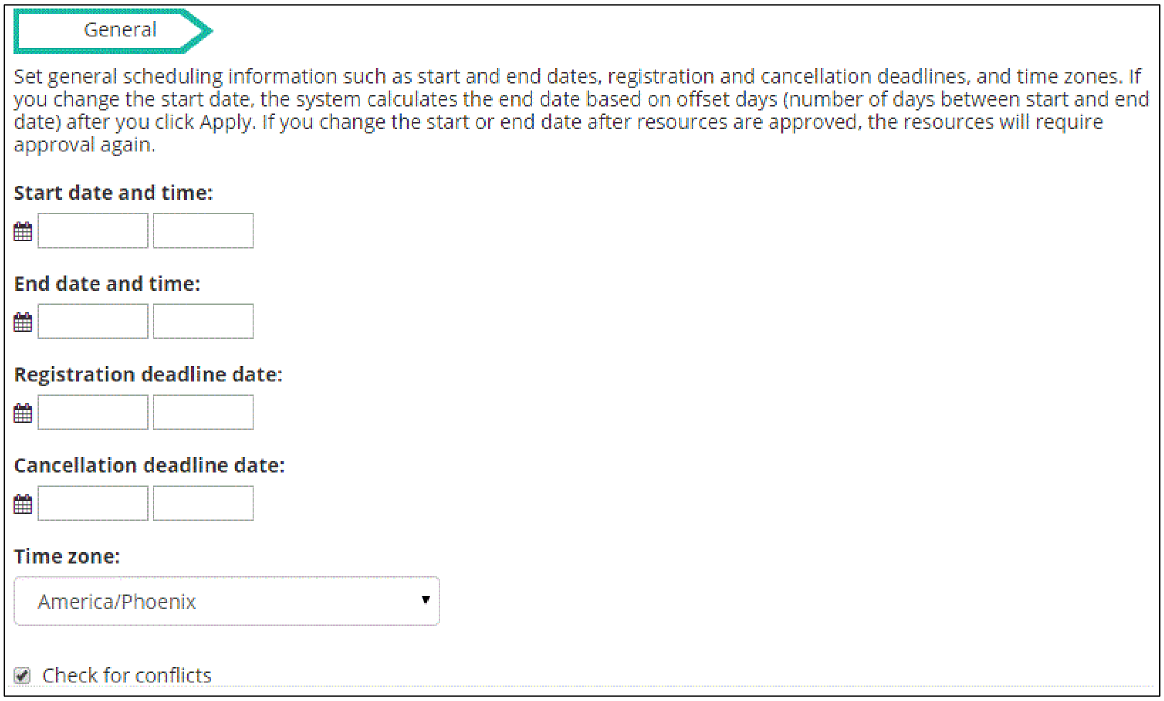

   a. Enter a **Name** for your class
   b. Add a **Code** so that you can track the activity (See Reference Material in this guide)

c. Add information to any other desired fields, such as giving the class a **Description** or an **Activity image**.

d. Click **OK** when finished to return to the full properties list.

**4.** Under **General**

**Schedule** properties allow you to get general date and time settings.




a. Add the **Start date and time** first

Pay attention to the year. If your end date is earlier than your start date, you will not be able to enter them.

b. Add the **End date and time** second

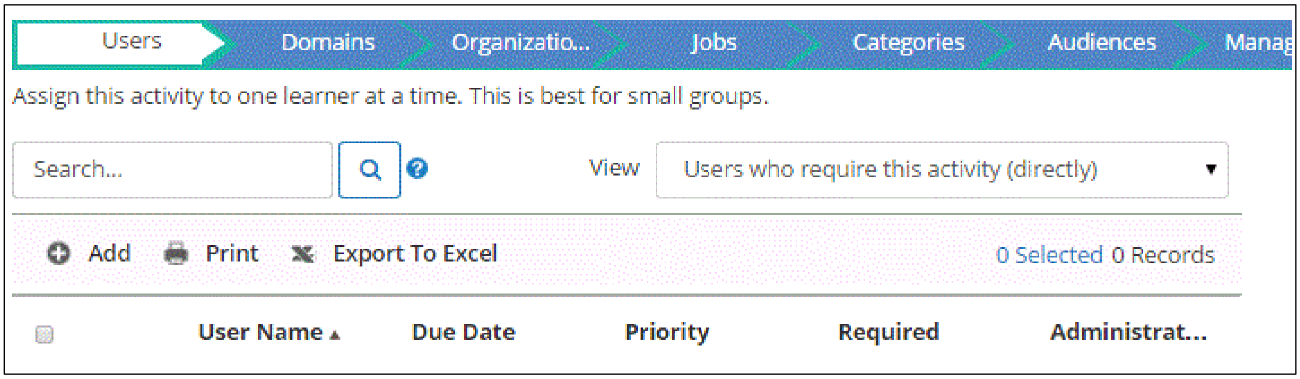
Pay attention to the year. If your dates do not match, you will not be able to enter them.

c. Choose the T**ime Zone** for your class(es)

d. Click **OK** when finished to return to the full properties list.

**5.** Assign the training (a) user(s) by selecting the appropriate Management section

Management settings allow you to assign training to individuals or groups of users. Your selection here depends on how you wish to assign the training. For example, if you wished to assign the training to individuals, you would select management: **Users**, as shown below.




You can add specific learners by clicking **Add** and searching for them. There are multiple ways to assign learners to training.

6. **Under Notifications>System**

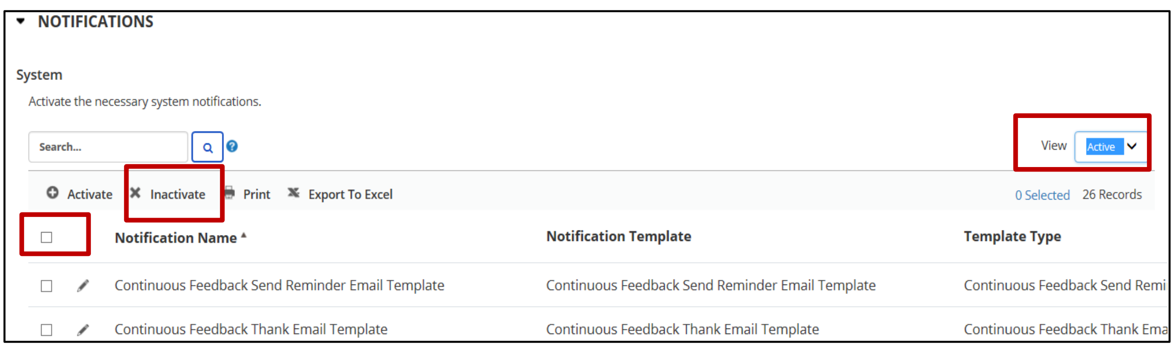
   IMPORTANT: Activate or inactivate the necessary notifications based on whether you are entering the training in advance or after the fact.

   a. First see what is Active by Changing the VIEW to ACTIVE in the top right hand corner.

   Note: If the activity you are creating has already happened, DEACTIVATE all notifications.

   **How To Inactivate**

   d. Ensure that your view is set to Active
   e. Check the box beside NOTIFICATION NAME – this will select all notifications
   f. Select Inactivate




7. Click **Validate for Production**
8. Click **Move to Production**
9. Click **Close** in the bottom right hand corner & return to the Activity Management window

## Registration: Identifying Registration Checks

Learn is designed to automatically verify that users registering for training are both permitted and available to take the training before any registration requests are finalized. This functionality automates the validation process required to ensure that training is offered to the correct individuals. You can bypass the registration checks.

Assuming that registration issues are being checked, registration requests are verified to ensure that:

- Learners meet the required prerequisites for the activities to which they are registering.
- Learners are approved for the activities and tracks for which they are registering (if approvals are required).
- Learners are not registering for an activity that they have already completed or fulfilled with the completion of another activity.
- Learners are not registering for an activity that conflicts with another scheduled activity for which they are already registered.
- Learners are registering for the activities within the allowable registration period.
- Seating in the requested activities is available.
- Learners did not exceed the maximum allowable registrations for the activity (computer-based training activities only).
- An organization is chosen for billing the cost of the activities.

During registration, any identified registration issues are noted with one of the three icons.

| Icon | Name | Description |
|---|---|---|
|  | Registration Warning | Indicates that there is an identified issue with the registration request; however, the issue can be overridden or resolved. |
|  | Registration Blocker | Indicates that there is an identified issue that restricts registration completion.<br>Users require help from an administrator to correct |
|  | Registration Information | Indicates that there is registration information that the user needs to know. |

## Registration:  Add Learners Directly to an Activity Roster

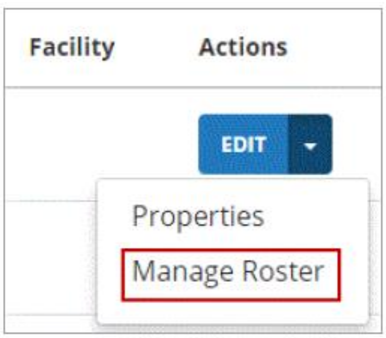
You have the authority to view all activities that are stored in your managed as well as activities that are shared with these domains.

Adding learners directly to a roster from the Learning Activities page or from the Activity Staging Editor, bypasses all registration checks. Users who are registered from the Activity Roster page are added directly to the activity roster, regardless of whether or not they qualify for the learning activity.

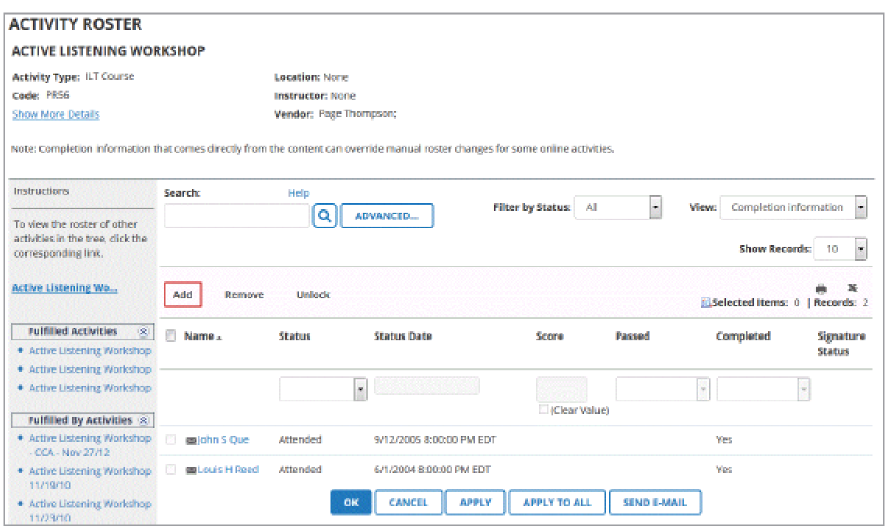
1. **Navigate to Administrator Links > Learning Activities**

2. On the **Learning Activities** page, search for and locate the required learning activity.

3. From the Actions split-button, select **Manage Roster** to access the **Activity Roster** page.

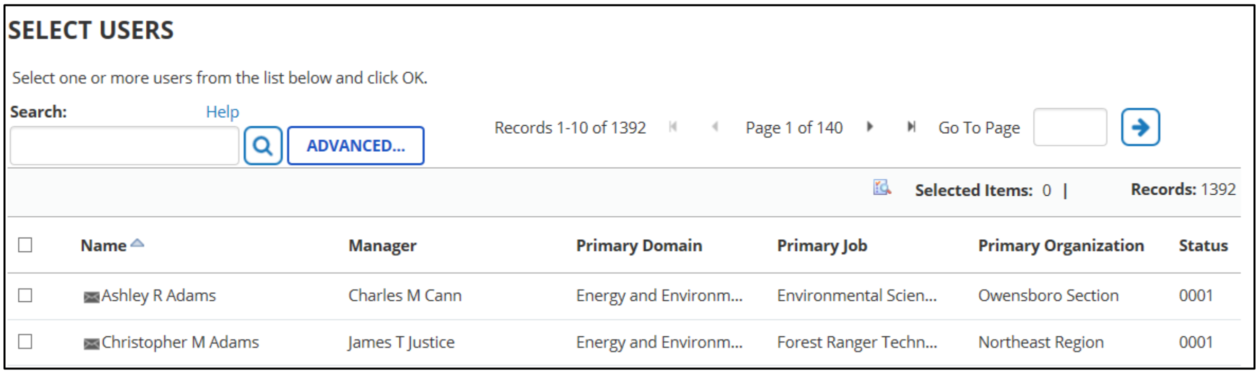



4. On the **Activity Roster** page, click **Add.**

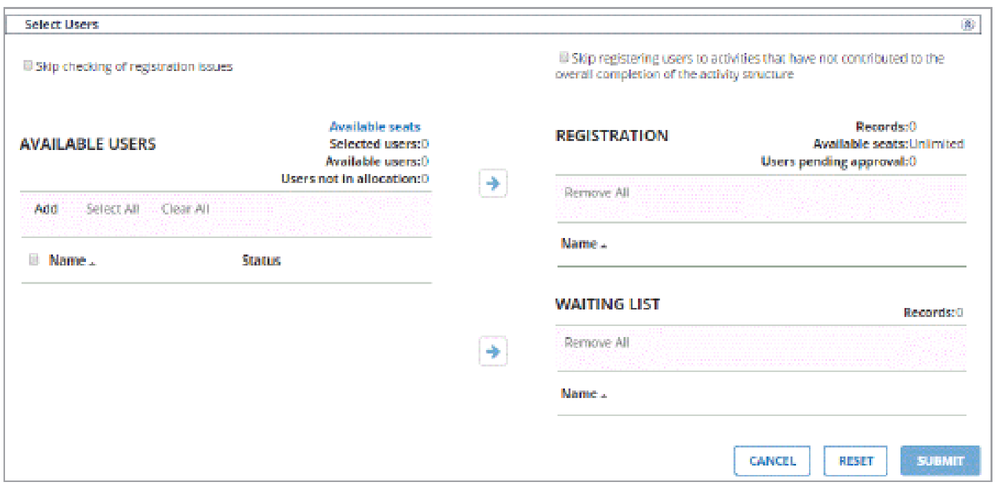



5. The **Batch Registration** screen opens, click **Continue**.

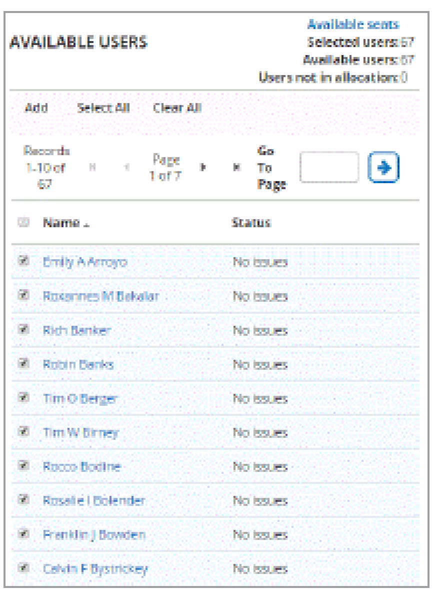
6. Under **Available Users**, click **Add.**
7. The **Select Users** section becomes available, choose your desired option & select your learners



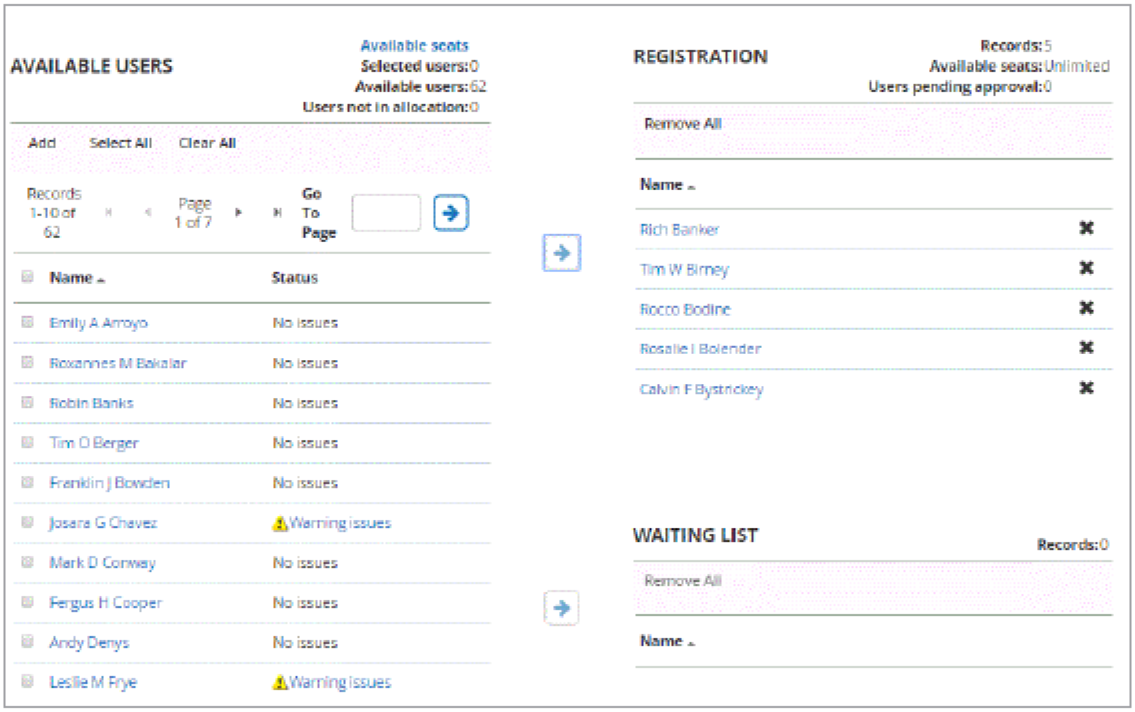

8. Click **Next**




9. The selected users now appear on the **Available Users** list.



**10.** Click  **between** the two sections to move users to the **Registration** list.




**11.** Click **Submit**.

## Change Completion Details

You can revisit the activity completion record for a particular user. For example, you may discover that a score was entered incorrectly for a user. You can change the score, status and other completion information on the roster by selecting the name of the user.

You need to select a value in the **Status** option before changing an existing score or any other roster entry. This enables all of the other options on the roster. You can choose the same status as the one currently shown.

1. Navigate to **Administrator Links > Learning Activities.**
2 On the **Learning Activities** page, search for and locate the required learning activity.
3. From the Actions split-button, select **Manage Roster** to access the **Activity Roster** page.


4. Change the **Filter by Status** option list to "Registered" to view all the registered users.


5. Check the **box** beside the desired user(s) and make the necessary changes.

**NOTE:** Select ATTENDED & COMPLETED for those learners who have actually completed the training.

6. Click **Apply** to save your changes.

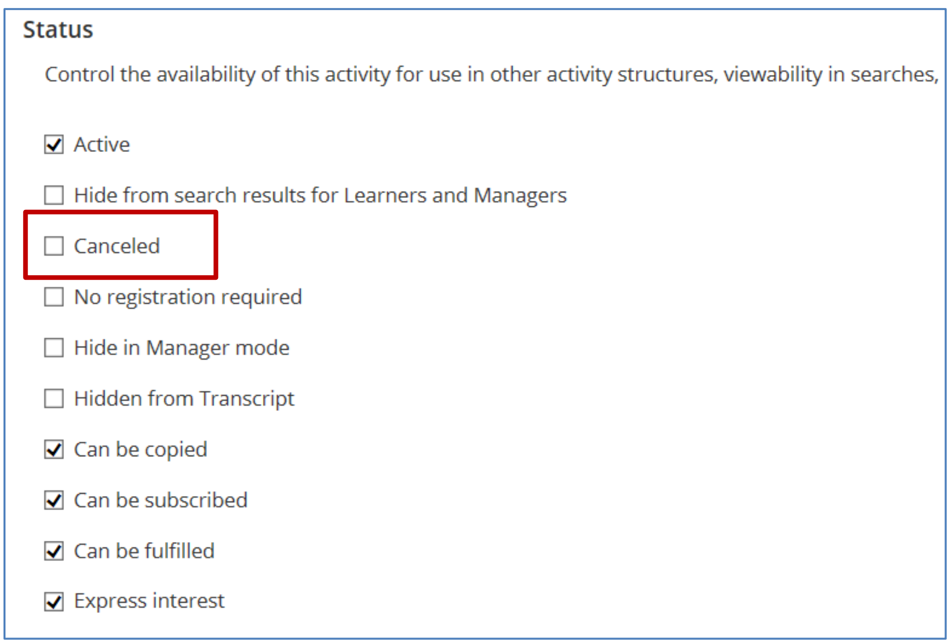
10. Click **OK.**

**NOTE:** When closing out an Activity, be sure to check the other options in the Filter by drop down menu. (Wait List, Pending Approval, Express Interest)

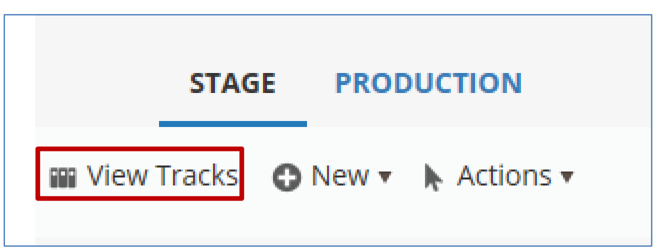
## Cancel an Activity Offering

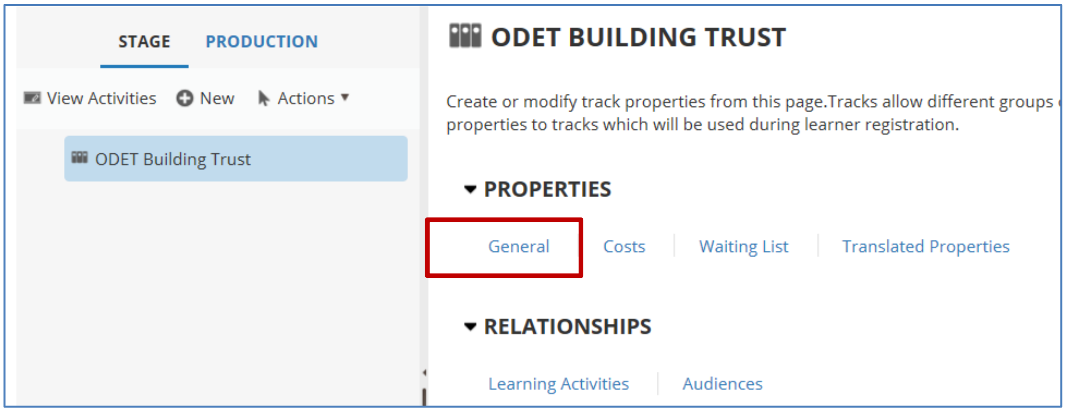
1. **Navigate to Administrator Links > Learning Activities**
2. **Locate** the Learning Activity you wish to cancel.
3. **Click the radio button** to the left of the activity name & select **Edit.**


4. Bring the activity back to the **Stage** Environment.
5. Under **General**, edit the activity name to reflect it was cancelled.
6. Under **Status,** uncheck all boxes. Then check the box for **Cancel.**

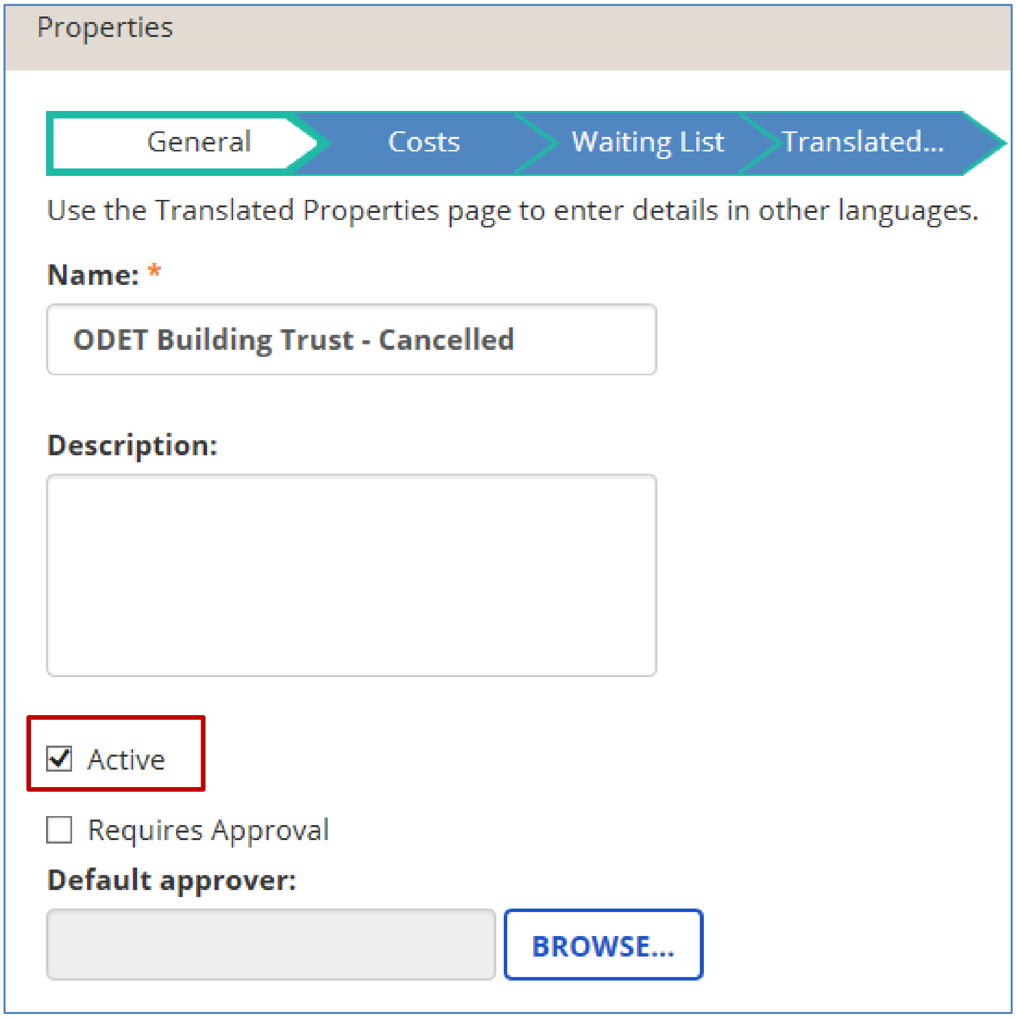



7. Click on the **View Tracks** option at the top.



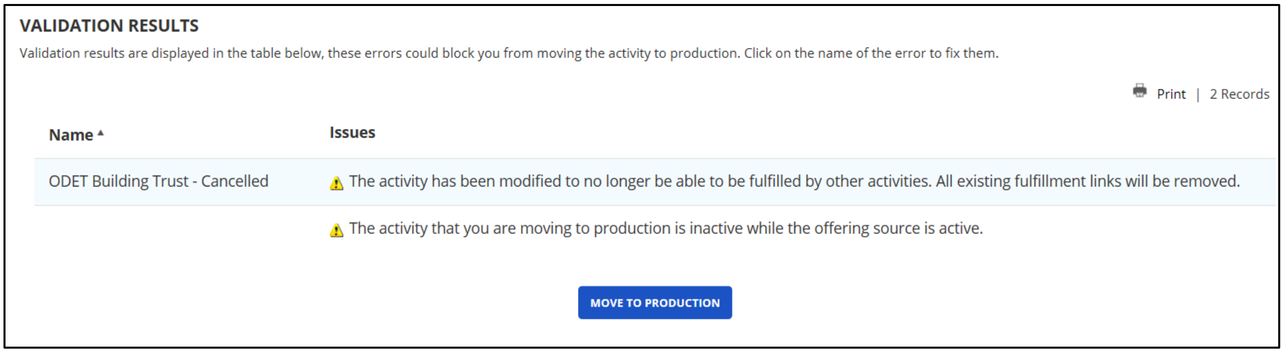
8. 


9. Under Properties, on the general screen uncheck the active flag.




10. Click **OK** in the bottom right hand corner.
11. Click on **View Activities** and **Save in bottom right hand corner**
12. **Send to Production**
13. **Move to Production**

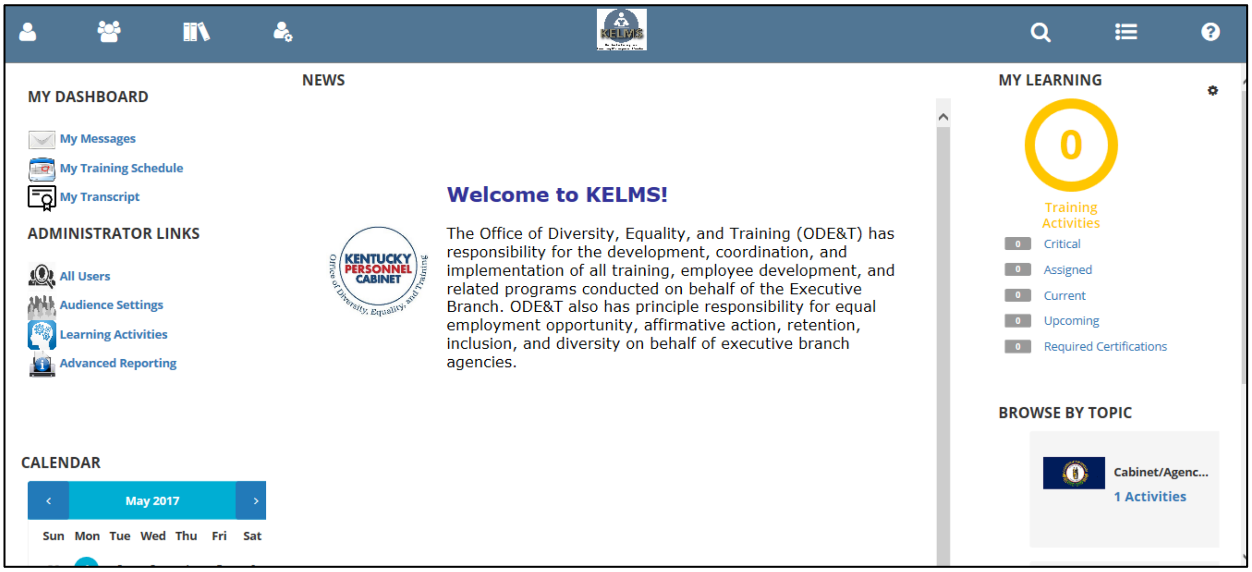
NOTE:  The below warning is normal because we are making the activity to inactive.




<u>NOTE:</u>  If the Cancellation Notification is active, a notification will be sent to all learners to inform them of the cancellation.

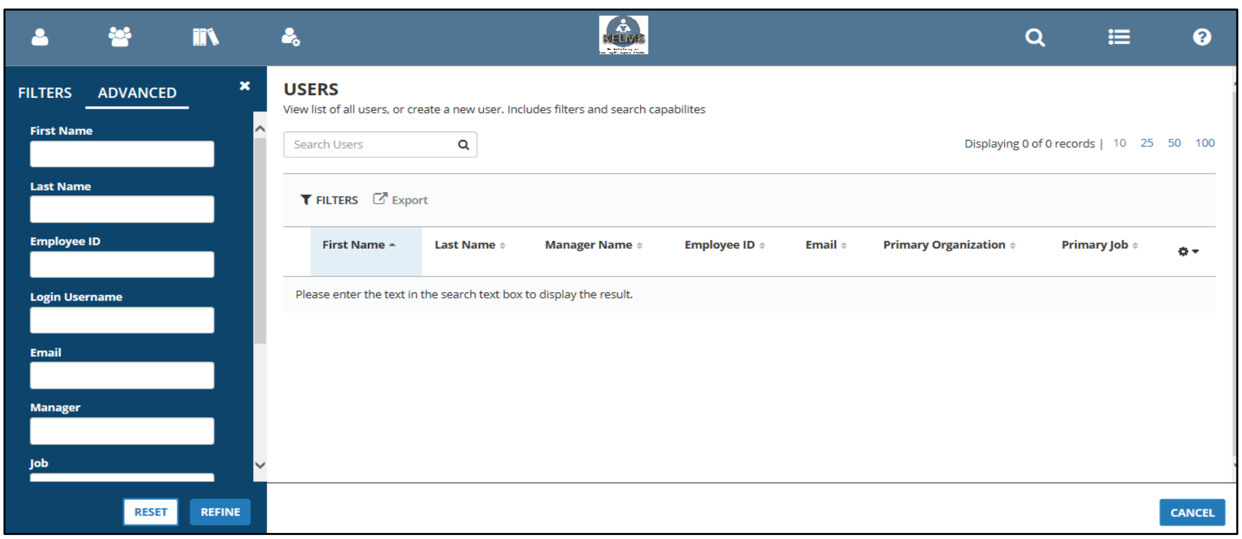
## Self-Reported Training

**1.** Navigate to **Administrator Links>All Users.**

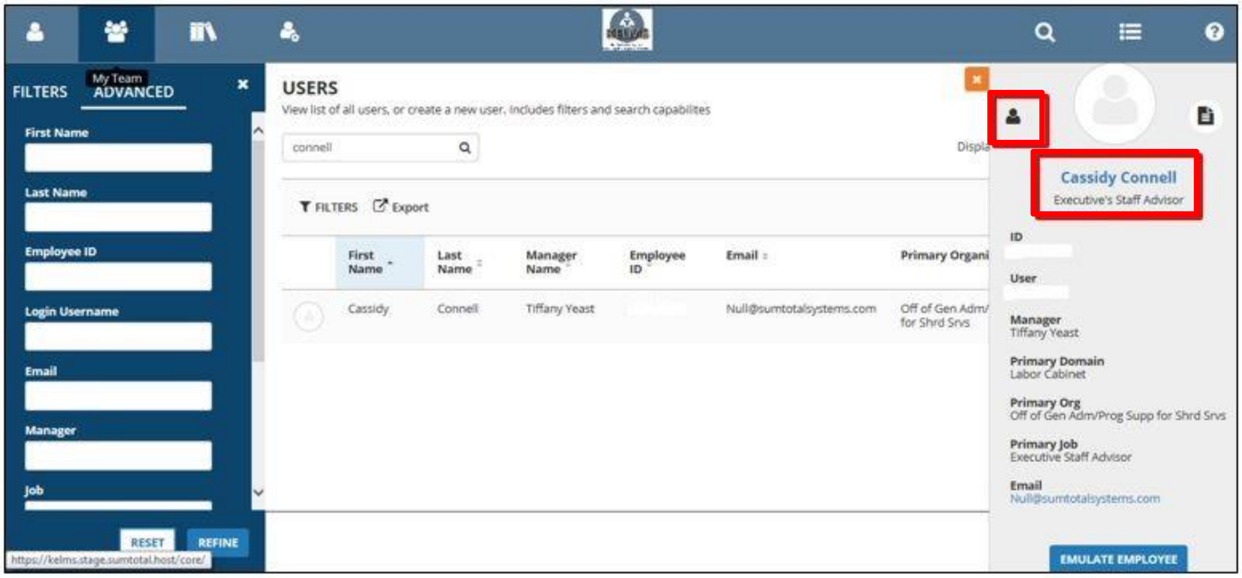



NOTE: Only training Instructors and Training Coordinators will have the ability to enter Self-Reported training. Learners do not have the ability to enter Self-Reported training.

**2.** In the "User Search" box, type in the **name of the learner** that you are searching for.

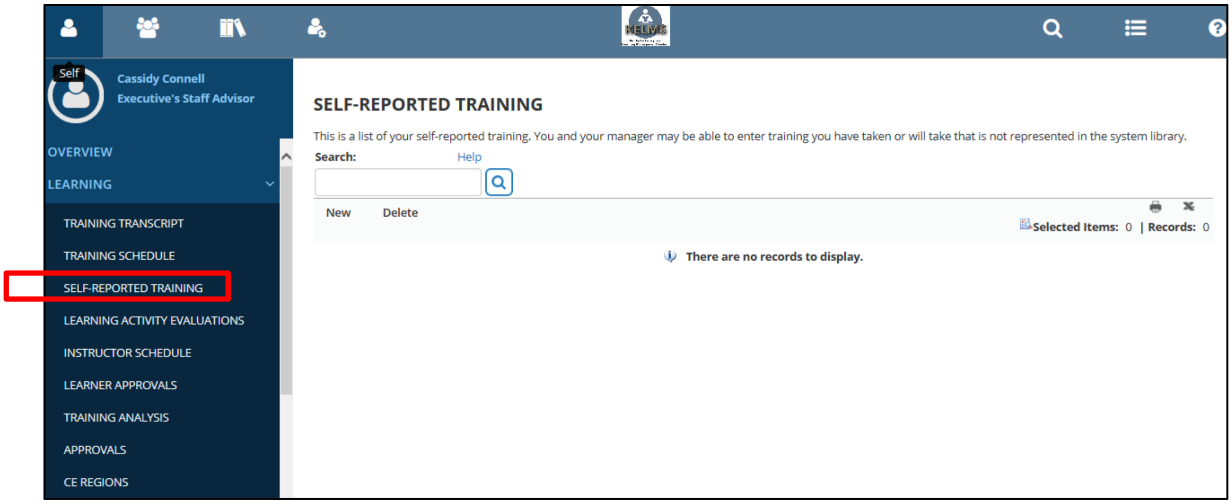



Once you have found the name of the user that you are searching for, click on the **user's name**. This will extend a widget on the right side of the screen.

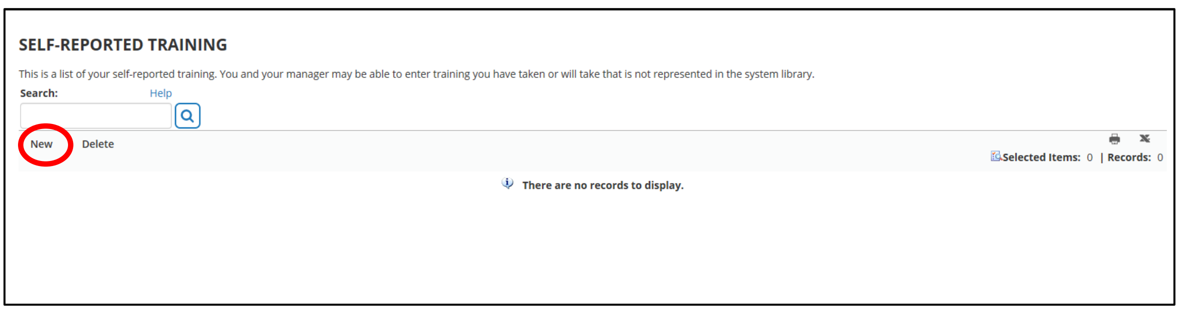



**3.** Click to select the **profile icon**. This will show an Overview for the selected Learner.

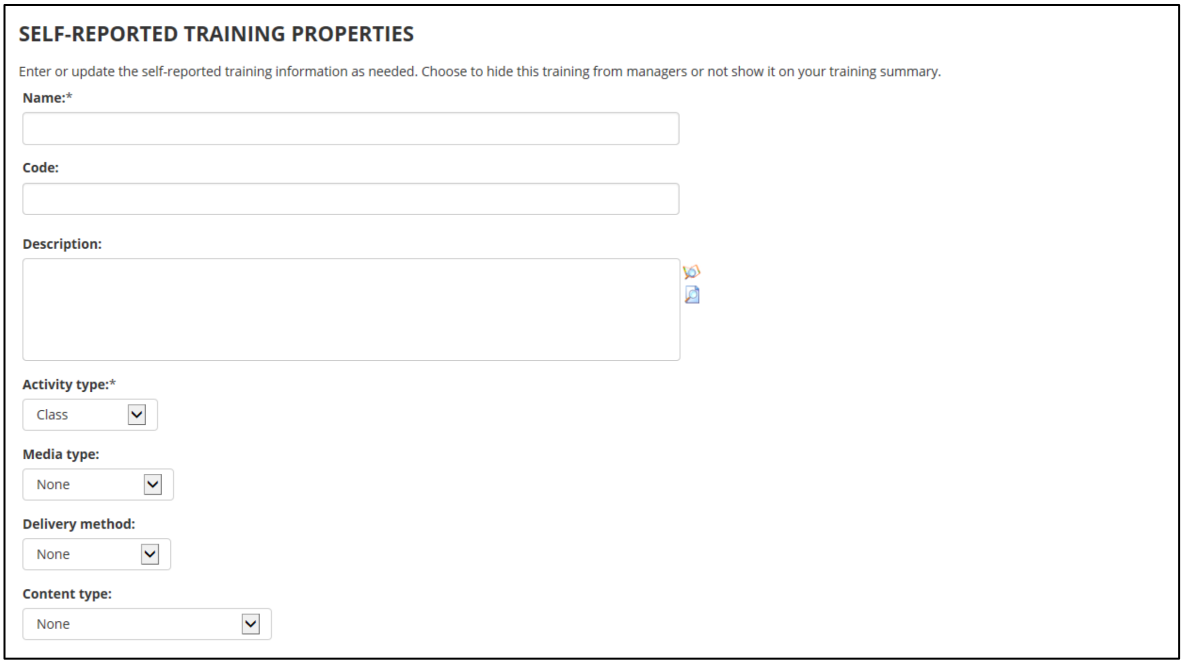

From this screen, you will need to select the "Learning" menu, this will show the option to enter Self-Reported training.

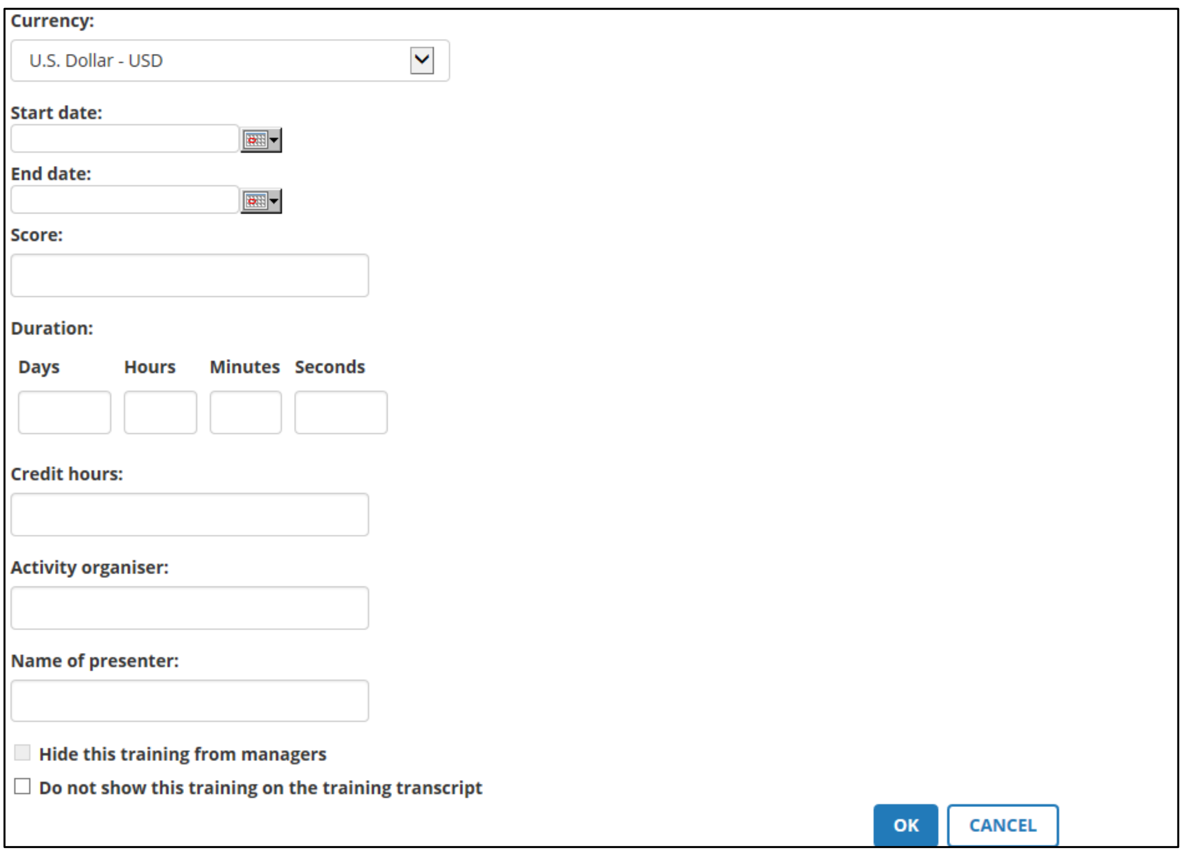



4. The Self-Reported training screen will apear, to add the training to the transcript. Click **New.**




5. **Enter the below information:**
   a. **Name (Required):** Enter name of Activity
   b. **Code:** Self-Reported
   c. **Description:** Something that identifies this activity
   d. **Activity Type (Required):** ILT Class (unless you specify differently)
   e. **Start Date & Time**
   f. **End Date & Time**
   g. **Duration: (Enter hours)**
   h. **Credit hours: (Enter hours)**




6. Click **OK** to save your information
7. Click Training Transcript to view your entry on the Learner Transcript.

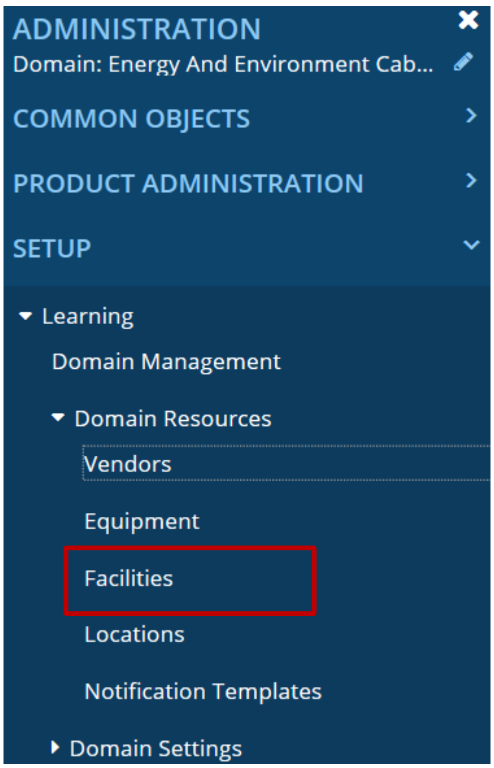
## View Resources

You can view all the resources that belong to your domain depending on your permissions.

> NOTE: Only users with Administrative permissions can view or update resource details.

You can access resources and related processes through the following Admin sub-menus:

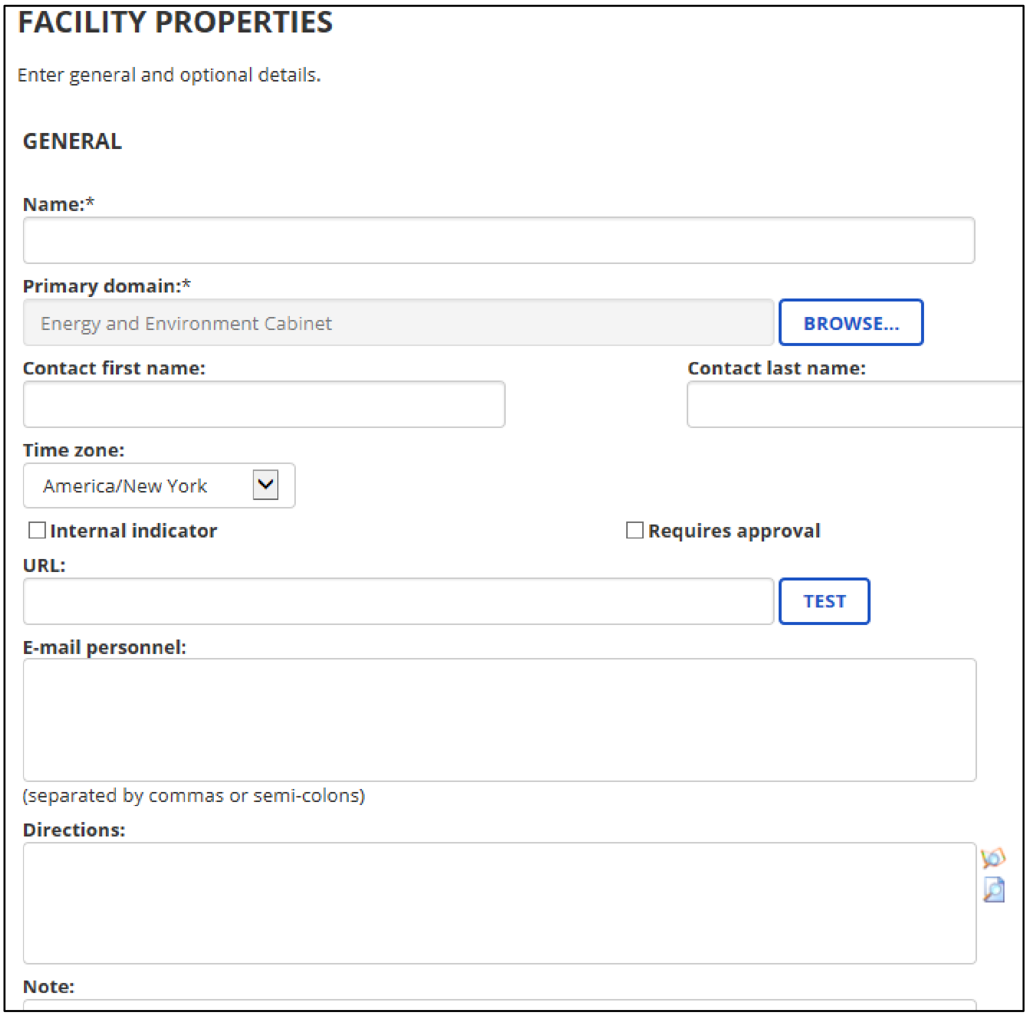
1. **Setup>Learning>Domain Resources**:




2. Click on **Facilities (**Building in which the training room is housed)
3. Search to view the **Domain Facilities** available for you to choose from when setting up an activity.

# Create a Facility

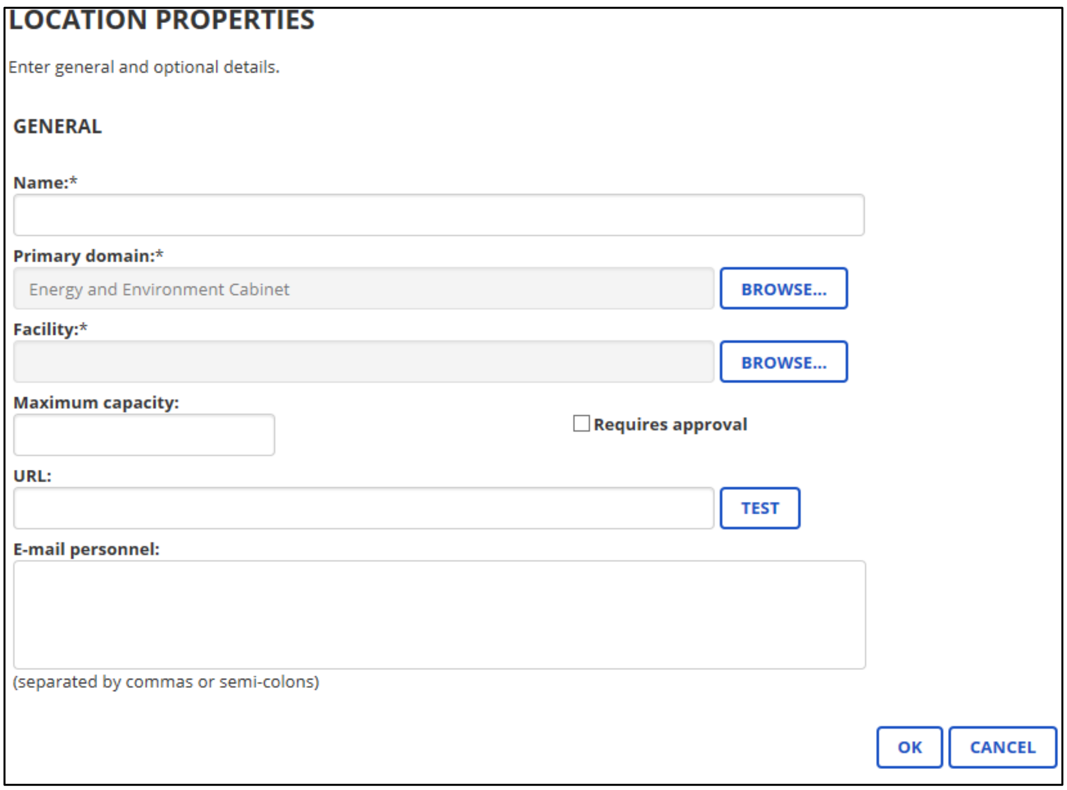
1. To create a new Facility, click **New**.
2. Enter the **name of the Facility** or building.
3. Confirm **Time Zone** is correct.
4. Include **Directions** for the facility if possible
5. Enter the **Address**
6. Click **OK**




You have now created your facility.  In order to use the facility you must add a Location, which is the training or meeting room.

## Create a Location

1. To create a new Location, click **New**.
2. Enter the **name of the Location or training room**.
3. Click **Browse** in the Facility field to find the Facility you just created & click the radio button beside it. The Facility is now populated in the field & attached to the Location.
4. Enter the maximum capacity the meeting room can hold.
5. Click **OK** to save your changes.

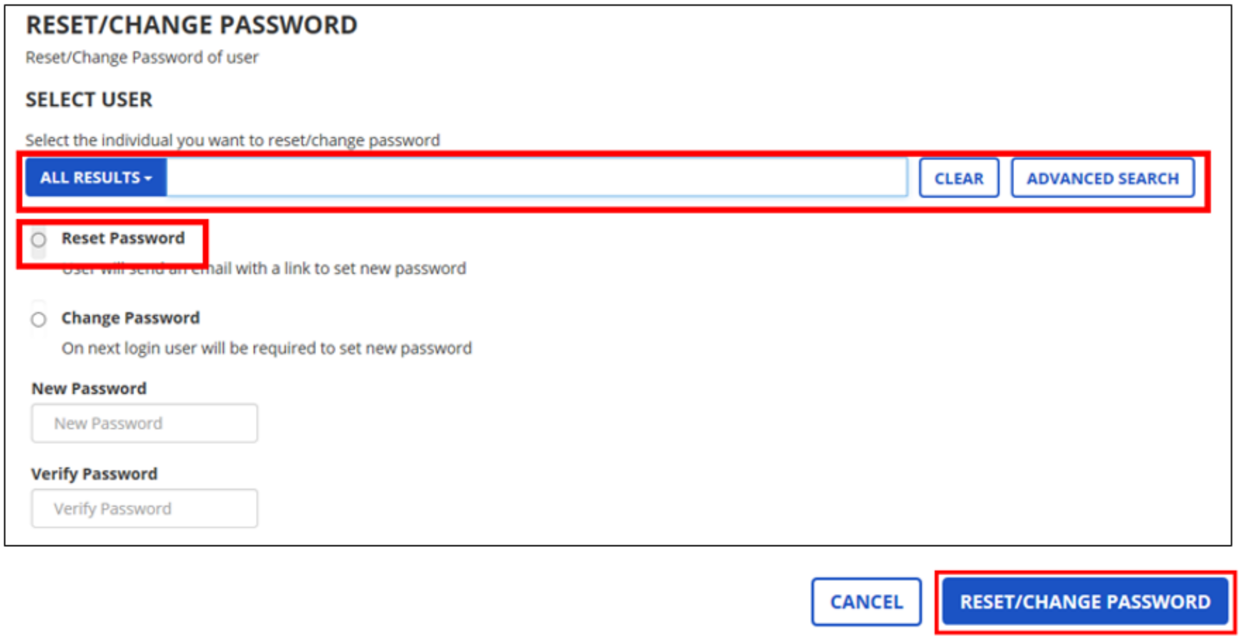



6. The Location is now attached to the Facility and you can now select this location when creating your training activity.

## Reset a User Password as an Admin

If a learner has forgotten their password, they can reset their password on their own or you can reset it for them as a KELMS Administrator.

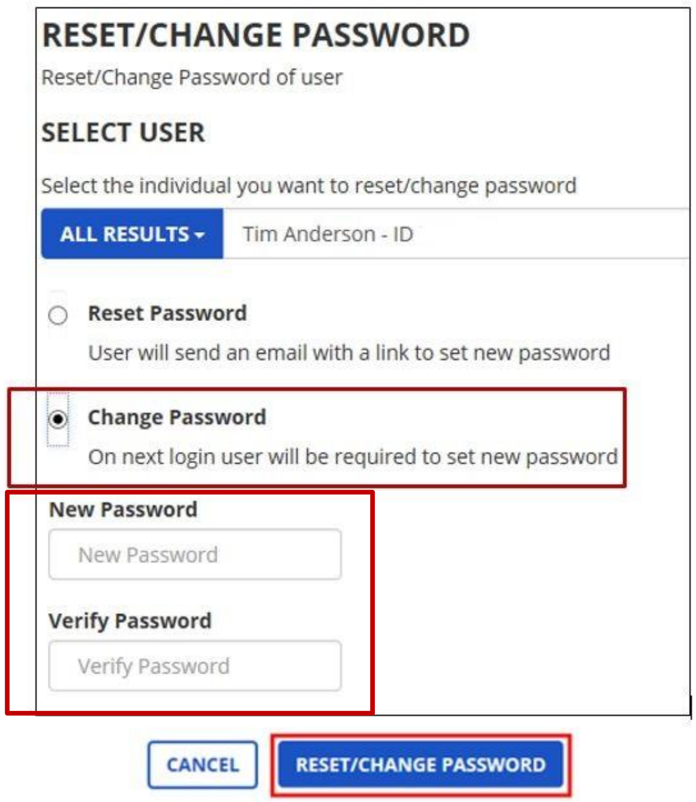
1. Navigate to **Administrator Links>Reset Password**



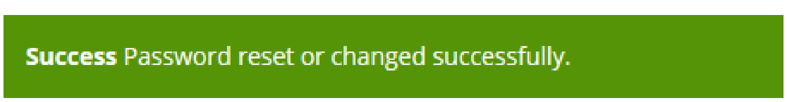

2. Enter the **Learner's name, employee ID or other search criteria** in the search field & **select the Learner name**
3. Select the **Reset Password radio button**
4. Click **Reset/Change Password** button
5. Once you click the Reset/Change Password button, a **message will appear**, indicating the operation was successful. At this time, the Learner will receive an email where they can reset their password by following the simple instructions in the email.

## To Change a Learner's Password

1. Navigate to **Administrator Links>Reset Password**
2. Enter the **Learner's name, employee ID or other search criteria** in the search field & **select the Learner name**.
3. Select **Change Password radio button**
4. Enter a **new password** and reenter the same new password to **verify** it
5. Click the **Reset/Change Password** button

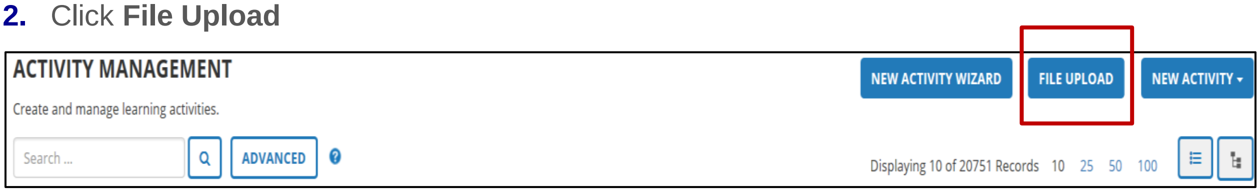



6. Once you click the Reset/Change Password button, a **message will appear**, indicating the operation was successful. At this time, the Learner will receive an email where they can reset their password by following the simple instructions in the email.

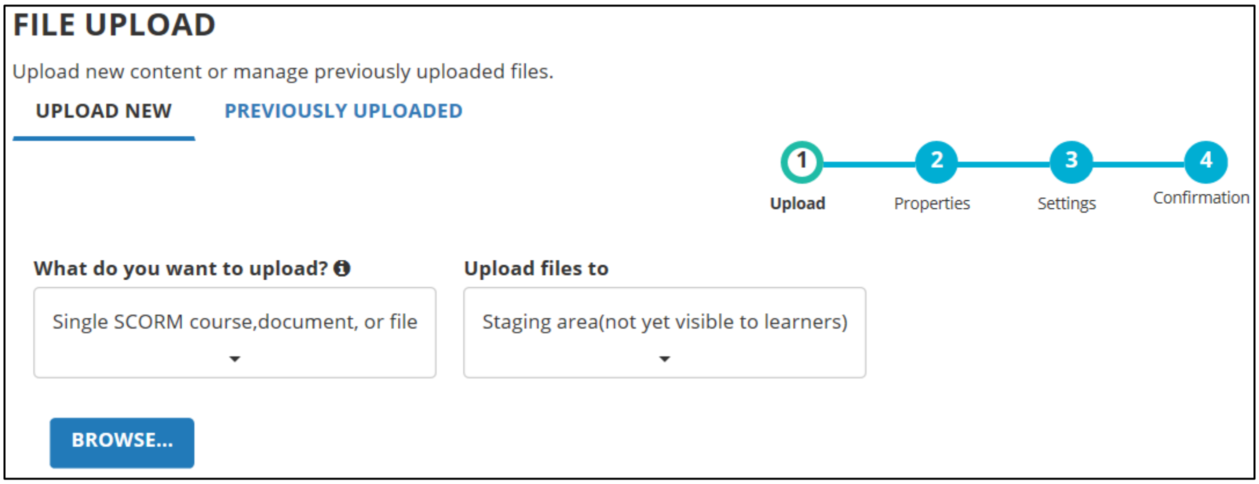


## Upload a File

1. Navigate to **Administrator Links > Learning Activities**
2. Click **File Upload**




The **File Upload** dialog box displays




3. Choose the file type that you have to upload (such as **Multiple SCORM courses**). If you have a single file (regardless of whether it's PPT, DOC, etc,) choose single SCORM course document or file.
4. Browse your computer for your file(s):
   a. If you choose a single SCORM OR File/Document, you cannot upload a file more than 2 GB.
   b. If you choose multiple SCORM:
      i. Overall size of SCORM courses you publish in one go, to 10GB
      ii. Number of SCORM courses you upload in one go, to 500 (considering the file name of each file is not more than 30 characters).

> **NOTE:** You cannot upload a SCORM course in KELMS that uses a DOS base file compression software utility such as PKZip or ARJ

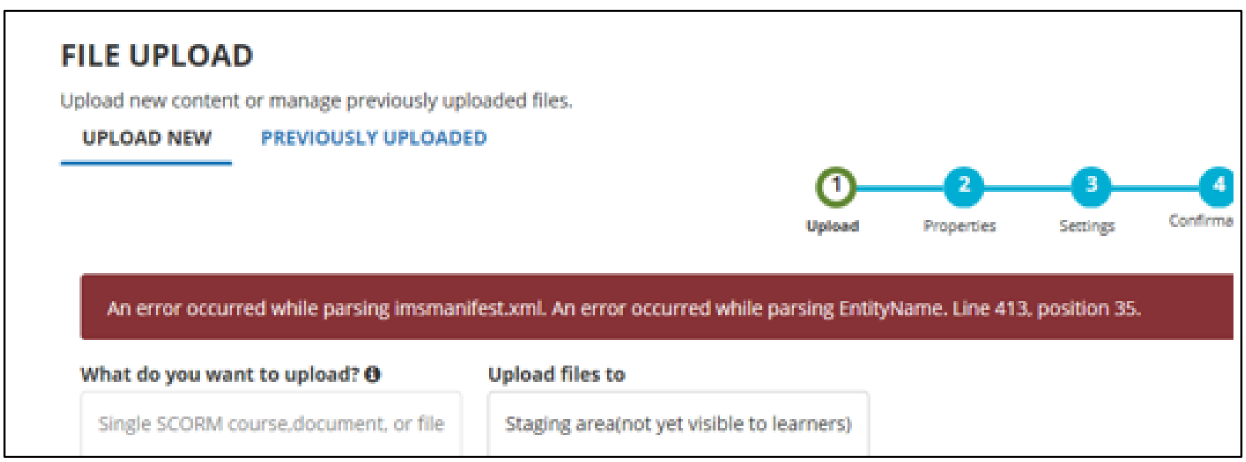
5. **Choose where you want your course or document to end up**

a. If you choose Staging you can set other properties, such as assigning the course to audiences, setting up SCORM delivery options (such as player window size), adding another activity (like a quick assessment) or many other possibilities.
b. If you choose to move it to Production, the course or document is immediately available to your end-users.

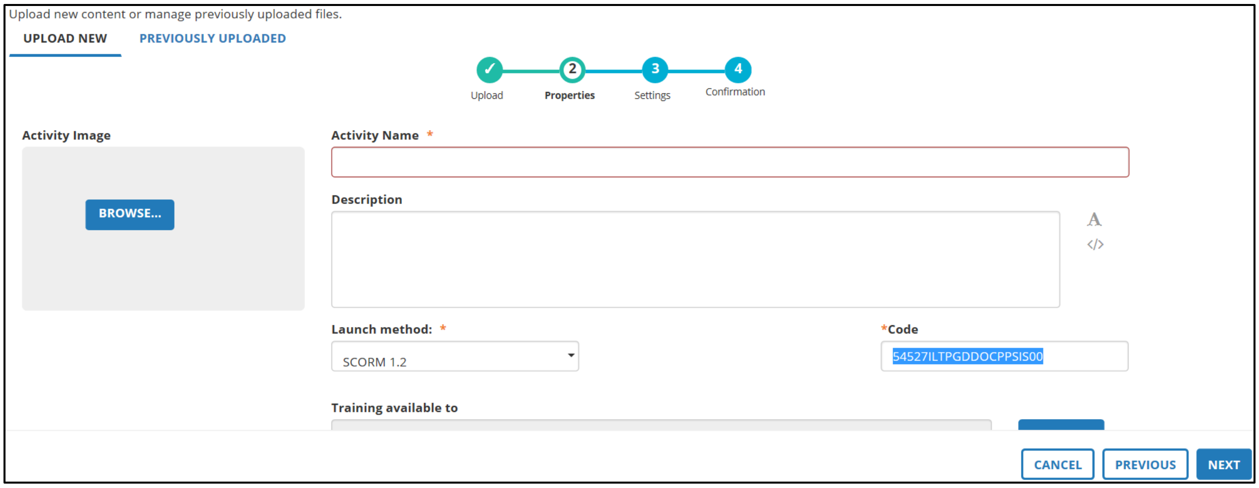
6. Choose your file from your computer
7. Click **Upload files**
8. Once the progress is 100%, and D**one** (make sure it says done), click **Next**


9. Specify the file **Properties**

**NOTE:** If you receive an error similar to the one below, it means that a content resource object or file has disallowed characters in its name. Avoid using special characters such as $@!*%& etc in any file name or title of an object. You can correct this error by reviewing the manifest file to identify the resource and then locating the resource in the project and renaming it. You will have to republish it and reload it into KELMS.




**NOTE:** Mandatory properties are marked with an Asterisk (*).




a. Enter the **Activity name** you want the learner to see when launching the course.

   It does not need to be the same as the file name.

b. **Browse** for an **Activity Image**

   You can give the activity a unique graphic that will appear next to its name. if you don't choose an image, Learn uses a default graphic based on the activity type.

c. Enter a **Description**

   Let your end-user know what you have created for them. Simple is best. Create a powerful, direct description that can be read at a glance. You may also use HTML to emphasize important content.

d. Choose **Launch method**

   The list varies depending on the kind of file, and whether your company has integrated with third-party software like Adobe Connect or WebEx.

> **NOTE:** SCORM is a set of technical standards for e-learning software products and stands for "Sharable Content Object Reference Model. If you are uploading a SCORM file, KELMS populates the launch method automatically.
>
> We recommend that you test your course in SCORM Cloud, a free content testing tool, to ensure your course functions as expected prior to publishing it in KELMS.

If you are not sure what method to choose, the **Generic Document** type is a good choice, as it gives you the option to decide if you want learners to directly launch the activity or if they need to register for it first. When learners close a Generic Document, KELMS asks them if they have completed the activity. If they say yes, KELMS marks the activity as complete and it displays on the Training Transcript.

This is different from the **Knowledge Document** launch method, which never requires registration. You can upload any file as a knowledge document, but to access it, the learner must have the appropriate software installed on their machine. Unlike Generic Documents, Knowledge Documents do not ask learners to confirm if they have completed the activity. Instead, every time they launch and close the activity, it is recorded as an attempt on the Training Transcript.

e. (Generic documents only) Update the **Launch file** name

The Launch file name is the name of the file your learners will open or download. You can change the **Launch file** name for Generic documents (such as .doc or .pdf files).

If you upload any other content type, the **Launch file** displays the name of the index file in the course'.zip file which forms part of the Launch URL. The Launch URL is an address on a Web server where your content is located.

> **NOTE:** You can view the **Launch file** property only if you are uploading content of type Captivate, Dreamweaver, AICC HACP, AICC JavaScript, or Generic document.

f. Enter the **Code**.

If you are uploading a document, please follow the standard procedure on creating a course code. Again, if you are uploading a SCORM course, a code will be generated for you, which you can modify if desired.

g. Use the **Training Available To** field to select the audiences who can access this activity.

By default, your uploaded content is available to the default audience of the domain where you are working. If you want to change which users have access to your activity, you can edit the associated audiences(s).

Audiences are based on an "AND" rule. This means if you select multiple audiences, only users who are associated with every selected audience can access the activity.

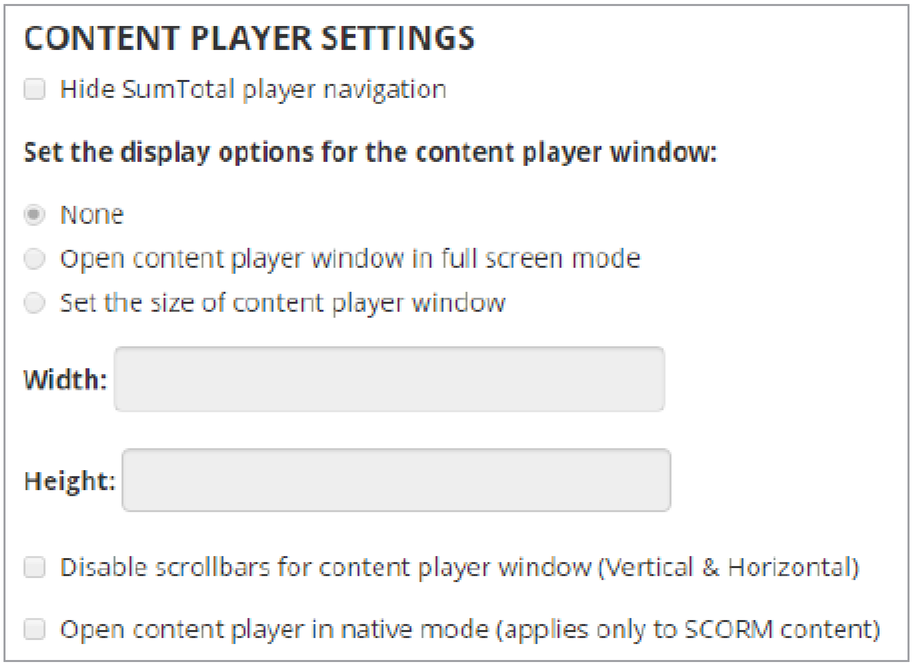
> **NOTE:** You can determine only audience availability here, not assignments.

h. Click **Browse** next to the **Topics** field to associate the activity with (a) Library topic(s) or subtopic(s).

i. Topics group activities within the Library by subject, such as "Human Resources" or "Leadership Development." Topics can also have subtopics. For example, you might have the topic "Legal" and then the subtopics "Civil Law" and "Criminal Law." This makes it easier for learners to find activities they need. You can associate the activity with multiple topics or subtopics.

**10.** Click **Next**

**11.** Optional…If needed, use the **Content Player Settings** section to customize how the player displays to learners.




- **Hide SumTotal Player Navigation**: Select this checkbox to hide the navigation options for online learning activities. This hides the black navigation bar at the top of the training content. We recommend doing this if you have built in navigation on the computer based training (CBT) module.
- **Set the display options for the content player window**:
  - None: The content player auto-adjusts to fit the content.
  - Open content player window in full screen mode: The content player always opens in full-screen mode.
  - **Set the size of the content player window**: set an exact Width and Height for the content player.
- **Disable scrollbars for content player window**: No scrollbars display in the content player. Content-specific CSS can always override the scrollbar display behavior.
- (SCORM only) **Open content player in native mode**: enables the rendering of HTML5 specific elements within the content. We recommend selecting this option if your content is HTML 5-enabled. Selecting this option also ensures the course will work correctly on Internet Explorer (IE) browser version 9 and above.

**12.** Use the **Activity Settings** to determine basic properties, such as if the activity can be subscribed to another activity (such as a curriculum) or if learners need to register for it.  You can update these properties later using the activity's Staging Editor if needed.

For SCORM documents/courses, you can also **Copy progress details to the next attempt**.  If you select this option, the SCORM course automatically "bookmarks" the learner's location so that if they have to close the course and come back to it later, they can pick up right where they left off. We recommend this practice as it allows for a good user experience.

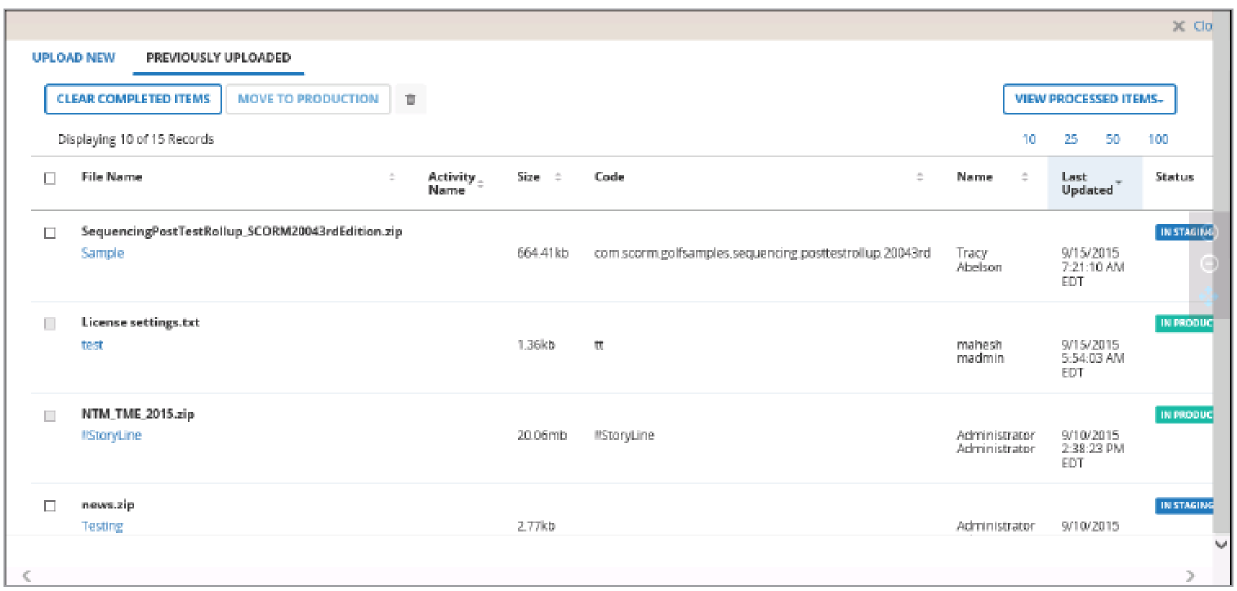
If activity settings are not entered at this point, they can be changed at a later time.

**13.** Click **Upload**

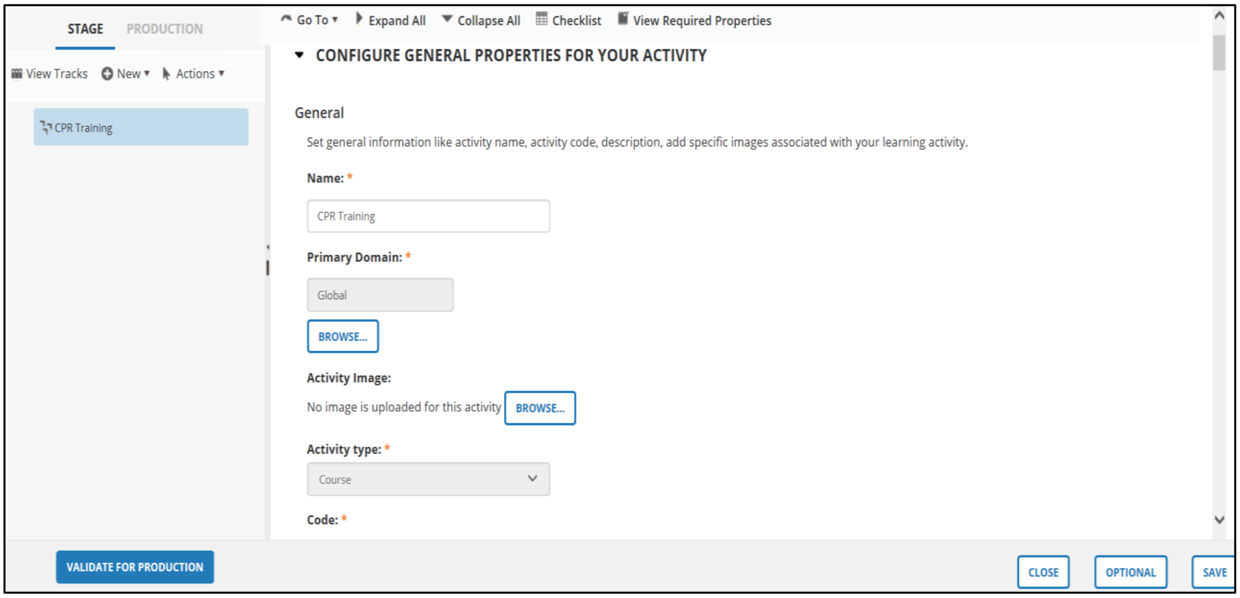
**14.** Click **Close** to close the window, **Upload more** to upload more files, or check the file upload status from the **Previously Uploaded** tab.

Depending on your decision, once the file has been uploaded it will end up in either Staging or Production.

- If your decision was Production and you are not adding the course to any other activity structure, you have completed your task.
- If your decision as Staging, go to the next step.



**15.** From the Staging Editor, set any additional desired properties (such as Audience availability or Registration options).




a. Click **Optional** to view a full list of properties and configure them.
   For online content in particular, you may want to modify the General Web-Based Properties.

b. (SCORM content only) From the **Web Based Training>General** properties, click **Preview** to access your uploaded content and make sure it's working as expected.

**16.** Move your activity to Production

Click **Validate for Production**. Resolve any issues (if needed) and click **Move to Production**. Your learners can now view and take the course (unless you set specific options to block them). You can also link your content to other activity structures at this point.

**17.** At this point, it is a good practice to test the online course to make sure it is working properly. Search for it in the enterprise search, register yourself, and then complete the training to make sure it is working as designed. This extra step will help reduce requests for help and potentially embarrassing issues.

# Express Interest in Training

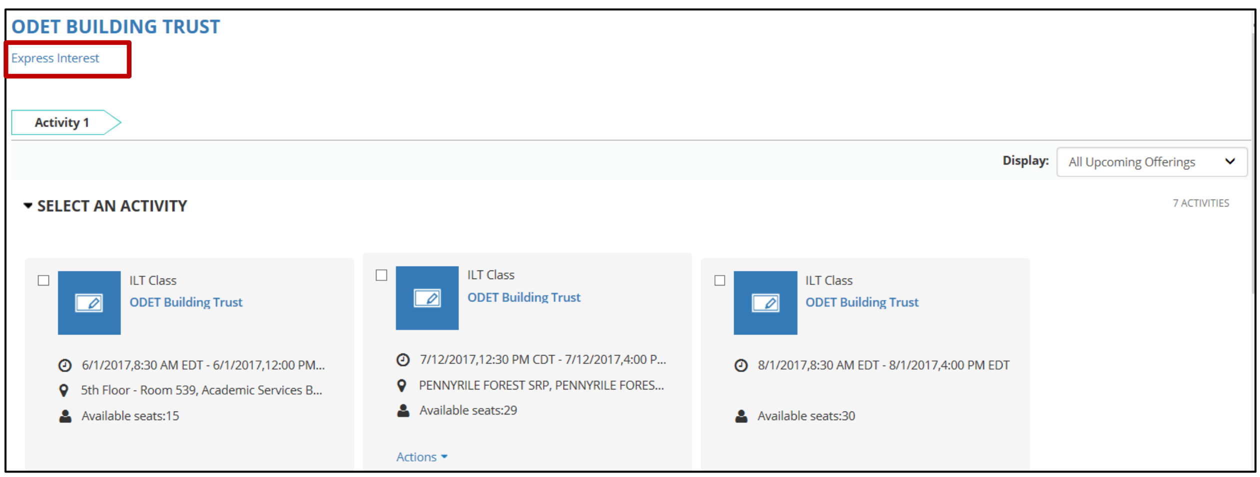
KELMS allows a user (who has the ability to register for training) to express interest in an activity by sending your comments to the administrator describing your training requirements.

You may want to Express Interest when:

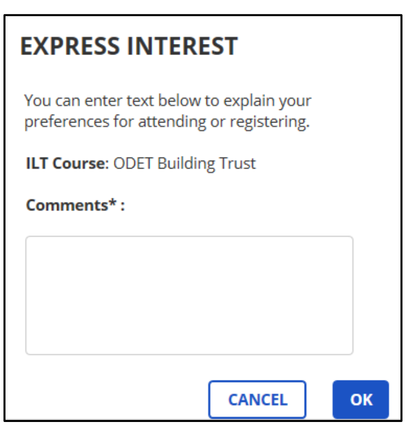
- There is a scheduling conflict between this and another activity.
- You cannot attend the activity on the specified date or at the specified location.

## To Express Interest

1. Click the catalog search icon 
2. Enter the name of the activity for which you want to Express Interest.
3. Click the drop down menu beside SELECT and choose REGISTER.
4. Click the EXPRESS INTEREST link in the upper left hand corner.




5. In the new window, enter your comments explaining your needs.

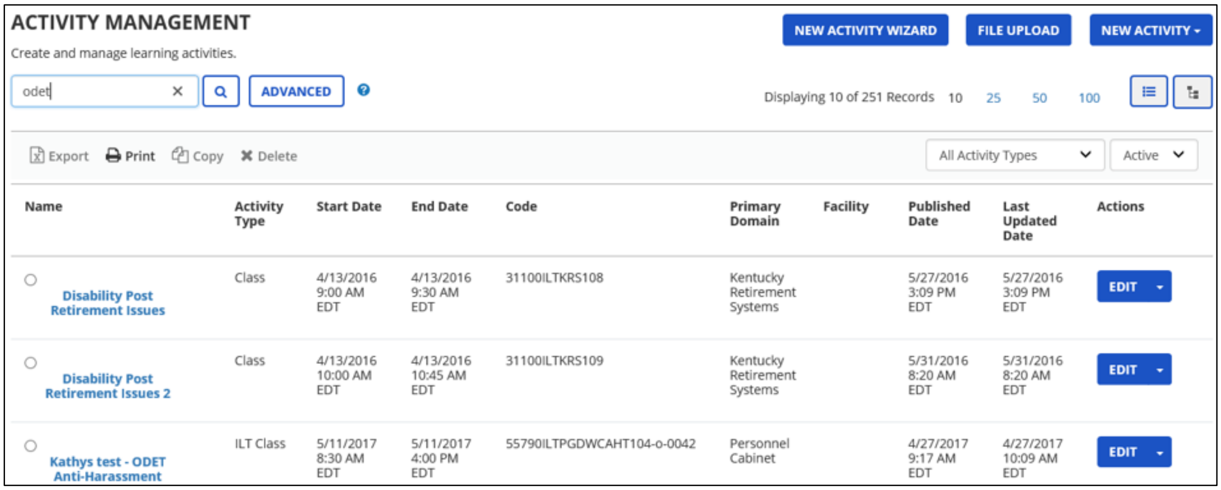


When you express interest, the administrator reads your comments from the **Express Interest** view on the Activity Roster and takes appropriate action to ensure your needs are met.

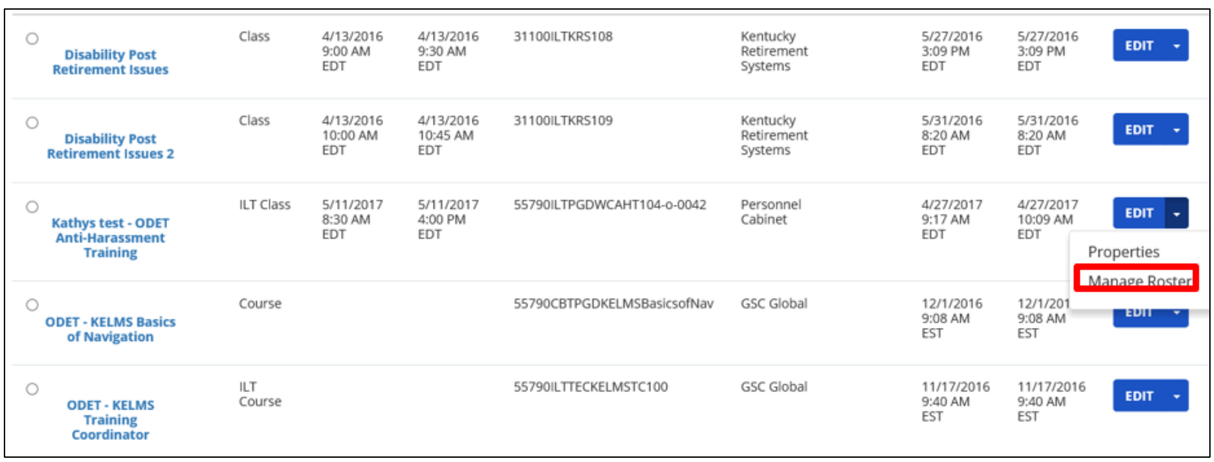
You can view the list of activities in which you have expressed interest on the **Express Interest** tab on your Training Schedule.  You can remove an activity by clicking cancel Interest.

# Express Interest Admin Instructions

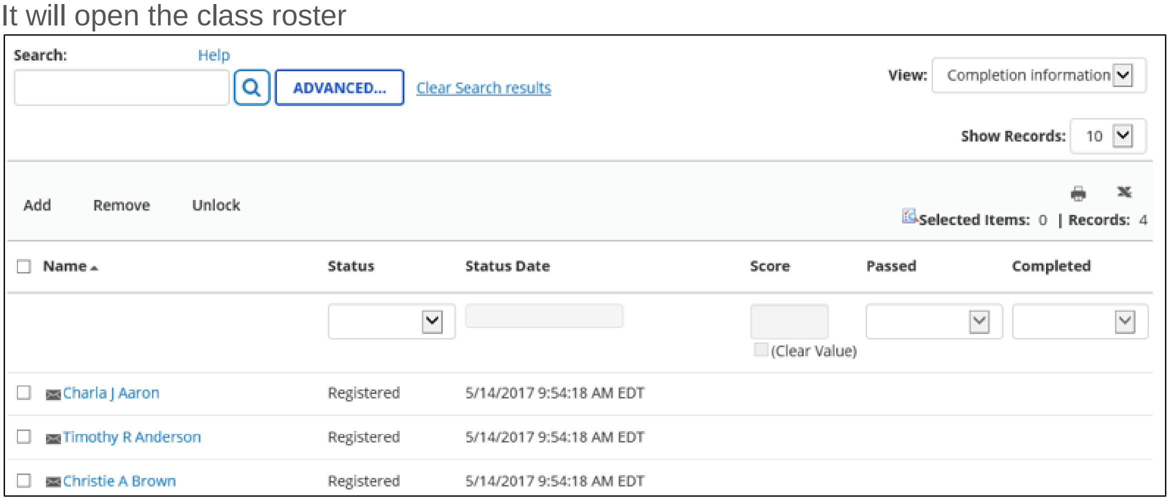
1. Navigate to **Administrator Dashboard>Activity Management**



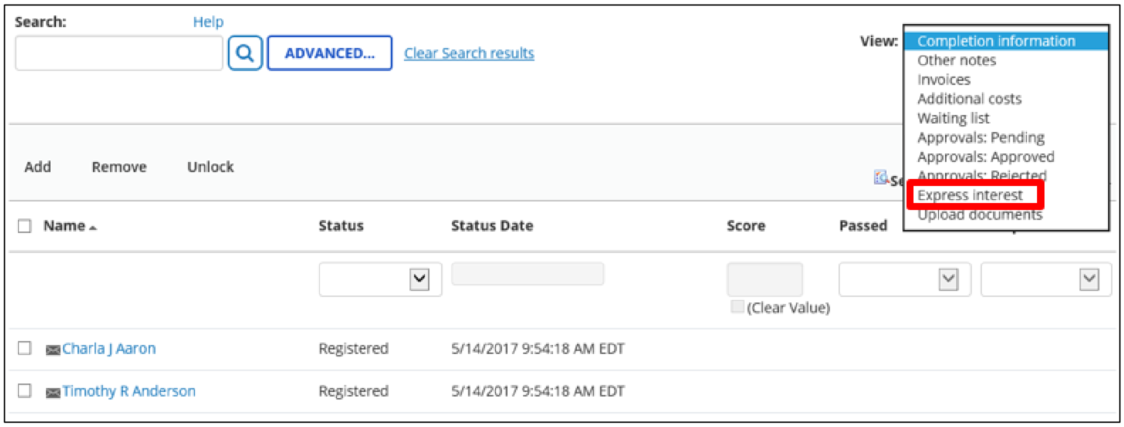

2. Click on the **drop down** and select "**Manage Roster**"



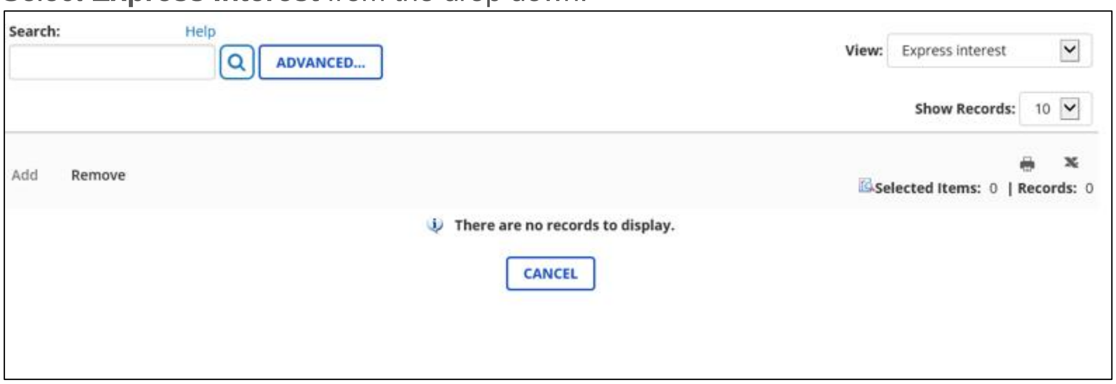

It will open the class roster



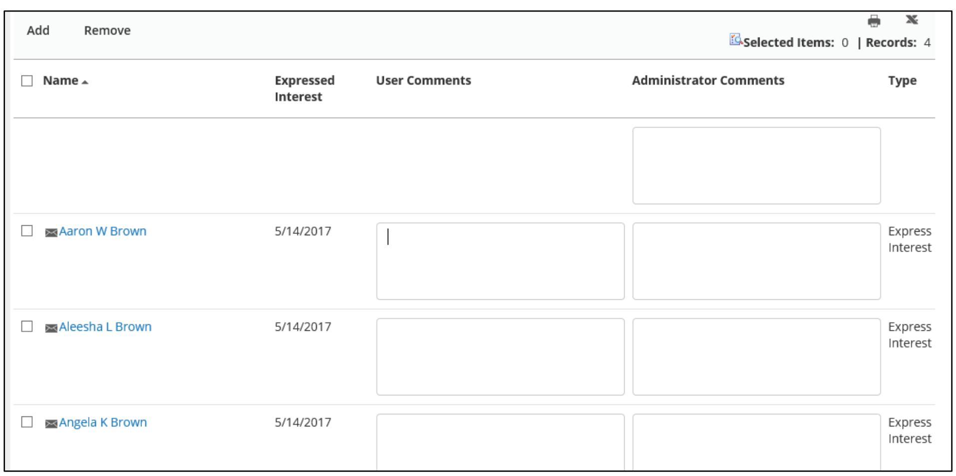
Click the drop down on the **View** menu.




Select **Express Interest** from the drop down.




The Express Interest list page will appear. If anyone has expressed interest in the activity they will appear here. From this information, you can make business decisions to add another activity or email them.



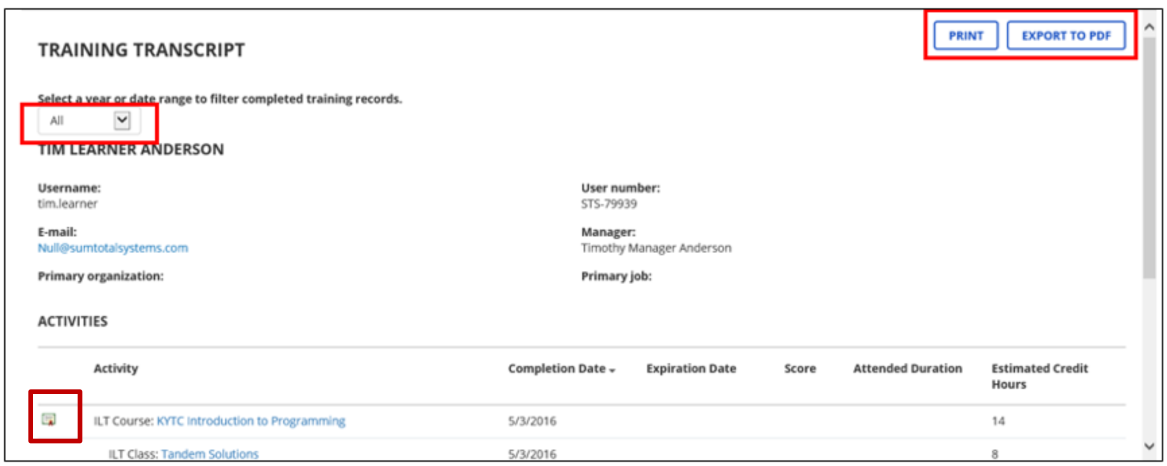

From here you can add learners that have expressed interest in the training course or remove them once they have been enrolled into a class. You can email each user or all of them as a group from this page.

## View & Print Transcript (Learner Instructions)

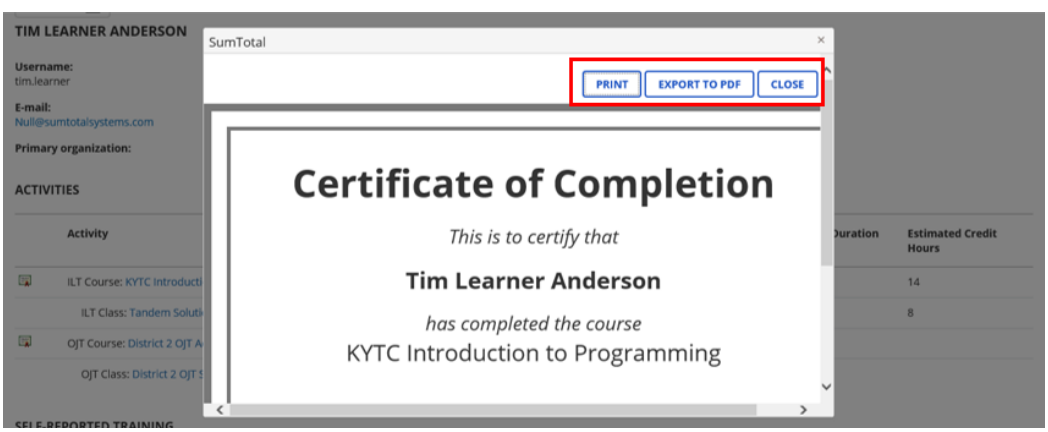
1. Click the **My Transcript** button from the Learner Home Page


2. The transcript page will open. From here you can **select the date range** to filter your training transcript, **print** the results, or **export** it to a pdf file to print, **save or send** electronically.

3. To print a specific diploma, click on the **diploma** icon next to the training on your transcript.




4. From here you can **print the diploma**, or **export** it to a pdf file to print, **save or send** electronically.



## Reference – KELMS Course Code Development

Example

| Cabinet & Agency | Delivery Method | Common Category/Types | Agency Code |
|---|---|---|---|
| 5 digit numeric | 3 alpha | 3 alpha | Up to 244 Alpha Numeric |
| Required | Required | Required | Required |
| 57886 | ILT | TEC | TCPDA1013015-02-26 |

### 1. KELMS Learning Activity Code Standard

This standard is to be adhered to for any course, class, and activity, which is entered into KELMS. Any learning activity included in KELMS is required to have a Learning Activity Code in accordance with the following alphanumeric structure. It is composed of Cabinet and Agency, Delivery Method, Category/Type, and Agency Code.

### 2. KELMS Code Standard Structure

Cabinet and Agency: 5 digit numeric as assigned by the Commonwealth's Finance and Administration Cabinet

- The cabinet identifier is the first two numbers
- The agency identifier is the last three numbers

Delivery Method: 3 alpha numeric characters according to the following codes

- ILT - Instructor Led Training
- CBT - Online Training
- BLE - Blended Learning
- MTG - Meeting
- WEB - Webinar
- CON - Conference
- ACK - Acknowledgments
- OJT - On the Job Training

Category/Types: 3 alpha numeric characters according to the following codes

- HRS - Human Resources
- TEC - Technical Training
- ADM - Administrative
- PGD - Professional Growth and Development

# NOTES